



Cycling Coordinator/Trails Specialist (Student)

Position Type: 35 hours per week (Monday to Friday, including some evening and weekends)

Location: Saugeen Shores, Ontario

Anticipated Start Date/End Date: May 1, 2023 to September 1, 2023

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we strive to provide an ideal environment for individuals willing to learn and advance their knowledge in their field of studies. We value work-life balance and provide a friendly and fun work environment. Our goal is to attract, develop and retain highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

About the Role:

We are searching for a dynamic and enthusiastic student to join our team this summer. As the **Cycling Coordinator/Trails Specialist**, reporting to the Manager, Recreation, you will promote and support cycling and trail initiatives in Saugeen Shores. You will have the opportunity to attend the 2023 Ontario Bike Summit.

Responsibilities:

- Plan and facilitate cycling programs and events (e.g. Bike Month activities, Bike to School Challenge, bike valets).
- Community engagement.
- Organize and lead community rides.
- Manage the trail counter program and data collection.
- Coordinate and install trail signage.
- Conduct minor trail maintenance.
- Implement bicycle safety initiatives and campaigns.
- Implement annual cycling communications plan and key messages.



Education/Specialized Training/Skills:

- Valid G2 or G License.
- Must be enrolled in a post-secondary diploma or degree program in recreation and leisure studies, or a related discipline.
- Experience with event planning and communications is considered an asset.

What you bring to the role:

- **Communication:** You have excellent written and verbal communication.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Leadership:** You are driven and highly motivated to lead others towards a common goal and proactively seek solutions that benefit all.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.
- **Teamwork:** You are able to work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.

Salary: \$19.00 to \$20.00 per hour (depending on qualifications and experience)

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: January 27, 2023 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.

Posted January 4, 2023