

cultiver  
cuisiner  
partager



food  
people  
community

*Santropol Roulant is hiring!*

# **Bike-Shop Administration Summer Intern**

## **About Santropol Roulant**

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

## **About SantroVélo Bike-Shop**

SantroVélo is a do-it-yourself community bike shop that encourages cycling through sharing bicycle repair facilities, knowledge and enthusiasm. It is a run-by-volunteers collective that operates within Santropol Roulant, with a consensus based decision making model where all the bike mechanics are invited to participate.

SantroVélo also maintains the fleet of bicycles used by various programs of Santropol Roulant.

## **About the positions**

Santropol Roulant is seeking a motivated and energetic candidate to join our team as *Bike-Shop Administration Summer Intern*. We're looking for someone who will put in place processes and systems that will enable volunteers to create a more sustainable bike shop and volunteer-collective.

This person will benefit from the support of mentor volunteer-members of the bike-shop, by the Human Resources and Operations Director and by the Volunteer Coordinator. (S)he will report to them and to the members of the SantroVélo collective.

## **Primary responsibilities**

In collaboration with the Volunteer Coordinator and/or members of the collective

### *Internal processes of the bike-shop*

- Help formalize and maintain the integration processes and practices for new volunteers in the bike-shop: mentoring system, orientation, training sessions, developing a handbook
- Formalize, follow-up on, and help implement the collective's consensus based decisions
- Revise and update existing documentation on policies and practices and operationalize them (parts ordering, shop opening and closing procedures, use of petty cash, organization of storage space...)

### *Bike-Shop Management*

- Managing volunteers' schedules
- Managing regular volunteer meetings (calling them, setting the agenda...)

### *Communications*

- Improve communication tools and practices for volunteer members of the bike-shop
- With support from the rest of the Santropol Roulant staff, help to strengthen and maintain the link between the bike shop and the rest of the organization
- Ensure communication between SantroVélo and other collectives of the organisation (for infosharing of practices and in order to contribute to the build-up of Santropol Roulant's incubation model)

### *Organisation of event*

- Organise the bike-shop retreat, from the logistics to the agenda, to what we want to achieve (goals and outcomes) and how we will achieve this (framework for discussion and decision-making)

### *Special projects*

- Build on existing research to design and implement the environmental policy of the SantroVélo with input from collective members

The tasks are not limited to the above list and may evolve throughout the contract. The person hired will contribute to the development of her/his tasks.

### **Qualifications**

- Experience with administrative work
- Ability to collect and synthesise information
- Communication networks champion (social media would be a plus)
- Basic bike maintenance skills (eg. how to change a flat tire) - More advanced knowledge would be an asset
- Basic knowledge of consensus-based decision making
- Experience working with volunteers and/or as a volunteer
- Strong written and verbal communication skills in English and French
- Organized, dynamic and creative
- Ability to work independently and take initiative

### *Assets*

- Valid driver's licence
- Experience with anti-oppression practices
- Basic knowledge of how bicycle co-ops function

### **Skill development Santropol Roulant is offering:**

The job includes taking an active role in the organization as a whole. Successful candidates will be oriented in the workings of Santropol Roulant.

- Experience working in a not-for-profit organization
- Experience working in small teams around core functions and special projects
- Building communication and leadership skills
- Volunteer coordination

**\*\*PLEASE NOTE\*\* The position is a Young Canada Works in Both Official Languages (YCW BOL) contract. To be eligible you must be a full time student this year and planning to go back to school in September 2014; you must be between 15 and 30 years old.**

This is an eleven week contract, from early-June to early-September, with a 35hr/week schedule (possibility for weekend work) and a wage of \$12.00/hr.

To apply, please submit your **CV and Cover Letter** by email or in person to the Bike-Shop Administration Summer Intern Hiring Committee at 111 Roy East or rh(at)santropolroulant.org by **Monday June 2<sup>nd</sup> at 9:00am**. Interviews will take place the week of June 2<sup>nd</sup> 2014. Candidates will be contacted only if they are chosen for an interview. For more information, contact Pier at 514.284.9335, write to rh(at)santropolroulant.org, or visit our [website](http://www.santropolroulant.org).

**Santropol Roulant is an inclusive environment. We welcome a diversity of applicants including those from traditionally under-represented groups. Please feel free to indicate so in your letter, if this is your case.**

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