



11759 Groat Road  
Edmonton, Alberta  
T5M 3K6  
info@albertabicycle.ab.ca  
www.albertabicycle.ab.ca

Tel 780.427.6352  
Fax 780.427.6438  
toll free  
1.877.646.BIKE (2453)

**Job Description:** Highbred Sport Coordinator + HopOn Instructor, Summer Student

**Anticipated Start date:** End of June

Competition Closing Date June 18<sup>th</sup>, 2025

July / August contract

Part Time , 20-30 hours per week

\$30 per hour

### **Key Responsibility Areas:**

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

### **EVENTS**

- Work with Executive Director - Development and Cycling Canada to implement the Hop On youth program and, or, provide HopOn Instructor services
- Act as Technical Delegate to assigned races (all disciplines)
- Manage the Trailblazers Youth Mountain Bike series
  - Assist with local Trailblazers Races
- Develop, maintain, develop, and update administrative tools and all resources to assist in the delivery of events, materials, and programs.
- Aid the Executive Director - Administration and Executive Director - Development in job duties
- Other duties as assigned

### **ADMINISTRATIVE**

- Produce licenses, manage license database and information
- Assist Provincial Team Management- Logistics
- Preparation of information for communication vehicles.
- Maintain communication with membership, media, and other sport bodies as required
- Assist with maintenance, organization of office
- Other duties as assigned

### **Qualifications**

- Background in the Sport of Cycling
- NCCP Community Coach Trained
- HopOn Instructor Certification
- Working Knowledge of Zone 4 Registration and Timing Systems
- Post Secondary Education, or working towards a degree in Sport Science or recreation management
- Vulnerable Sector Check, Safe Sport Training