



Bicycle SA seeks a dynamic Program Coordinator to lead our Mountain Biking program in schools.

Job Title: Program Coordinator

Company: Bicycle SA

Location: 11a Croydon Road, Keswick

Job Type: Part-time (0.6 FTE)

Job Start: 10th of June 2024

Description:

Are you passionate about cycling and dedicated to making a positive impact in young people's lives? We are seeking a dynamic and proactive Program Coordinator to join our team. As a Program Coordinator, you will play a vital role in ensuring the successful delivery of our Bikes Active program, a program that engages disadvantaged youth in mountain biking over 8 weeks per term.

Responsibilities:

- Coordinate the delivery of the Bikes Active program, ensuring smooth and efficient delivery.
- Act as the primary point of contact with schools and instructors, maintaining strong relationships.
- Prepare accurate and timely reports on program activities and outcomes.
- Manage the social media account, creating engaging content and maintaining an active online presence.
- Coordinate equipment and vehicles to support program delivery.
- Assist with program delivery when necessary, ensuring a high level of quality and safety.

Requirements:

- Valid Working with Children Check certification
- RHHAN certificate (or equivalent first aid certification)
- Proficiency in Microsoft Word, Excel, and Canva
- Strong administrative and organisational skills
- Passion for mountain biking and proficient biking skills
- Genuine enthusiasm for delivering cycling programs to young people
- Detail-oriented and able to maintain a high level of accuracy
- Flexibility to adapt to changing needs and a willingness to go the extra mile
- Proactive and hands-on approach, showing initiative in problem-solving



What we offer:

- Part-time hours (0.6 FTE) providing a great work-life balance
- Flexible work hours, including the opportunity to work from home
- A supportive and collaborative team environment with individuals who share your passion for cycling
- Great career options with opportunities for professional development and training

If you are ready to contribute to an organisation that values cycling, youth development, and community engagement, we want to hear from you. Apply now and join our team of dedicated professionals!

Please send your resume and a cover letter highlighting your relevant experience to antje@bikesa.asn.au. Applications will be accepted **until 30th of May 2024**.