Summer Program Instructor Application 2018

The mission of PEAC’s Summer Bike Program is to empower individuals with disabilities through cycling. Our program is structured to help individuals with disabilities identify and achieve cycling goals. We believe that everyone can ride.

This year, we’ll have site locations in Dexter, Ann Arbor, Lansing, Saline, and Toledo. Each site meets once or twice per week, and 3 PEAC staff members are placed at each site. Summer program instructors work directly with students and their families to set and meet each individual’s cycling goal. Below, you’ll find a description of your responsibilities as a cycling instructor at PEAC. We hope you’ll join us!

**Main Responsibilities:**

1. Work with team to assess student skills and identify student goals
2. Lead students in planned activities, games and rides while maintaining a positive, encouraging and patient demeanor
3. Clearly and effectively communicate with students and families
4. Load, unload and maintain equipment for site to ensure preparedness for sessions
5. Use learned skills and strategies to make accommodations to equipment and activities
6. Attend outside events and family rides to contribute to the overall success of PEAC
7. When necessary, execute various tasks to ensure success of PEAC (distributing fliers, etc.)

**Desired Qualifications:**

1. Good health and physically fit (strong cardiovascular and muscular health, able to work outdoors for long hours)
2. Prior cycling experience
3. Positive, outgoing, flexible personality
4. Works well in team environment
5. Some university/college/post-secondary education
6. Experience working with individuals with disabilities, strong understanding of the disability community

**Important Dates:**

1. **Application Due:** March 30th by 5pm
2. **Interview**: Scheduled on April 6th
3. **Decision**: Will be notified by April 13th by the latest
4. **Staff Training**: June 11th -June 15th from 9am-5pm
5. **Summer Program:** June 18th-August 10th (off July 1st to July 6th)

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**Name: Phone Number:**

**Email Address: Date of Birth:**

**Education** (College/University, expected graduation date, degree):

**What city will you be living in this summer**?

**Will you have access to a car**?

**Ideally, how many days per week would you like to be at a summer site**? 1, 2, 3, or 4

**The PEAC Summer Program runs from June 18th - August 10th (with no program July 1st - July 6th) Do you currently have any scheduling conflicts? If so, please list dates**:

**What activities will you be participating in this summer that may limit your availability to work**?

**Have you previously worked for PEAC?**

**How did you hear about PEAC?**

***Please answer the following questions in 250 words or less.***

**Why do you want to work for PEAC**?

**What are your prior experiences working with individuals with disabilities?**

**How will your personal skills, passions, and prior experience help you to be successful in this position**?

**Describe your cycling knowledge and skills** (*ex: I ride to get to class/work, I can fix a flat, I am interested in learning more*).

**References & Past Work Experience**

**References**: Please include one personal and two professional.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference 1 | Reference 2 | Reference 3 |
| Name and position |  |  |  |
| Relation to you |  |  |  |
| Telephone number |  |  |  |
| Email address |  |  |  |

**Past work experience**: Please include 3 of your past work experiences.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Position 1 | Position 2 | Position 3 |
| Dates (Start and End) |  |  |  |
| Name and city of employer |  |  |  |
| Position Held |  |  |  |
| Name and phone number of supervisor |  |  |  |
| Reason for Leaving |  |  |  |

Submit your **application** and **résumé** to kam@bikeprogram.org **by March 30th, 2018.**