# JOB DESCRIPTION

**Part Time Manager**

**Position Title:** MACycle Co-op Director

**Term of Office:** May 1 to April 30

**Supervisor:** Executive Board through the Vice-President (Administration)

**Remuneration:** Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES)

## Hours of Work:
- **25-20** hours per week (May 1 – August 31)
- **16-12** hours per week (September 1 – April 30)

## General Scope of Duties

The MACycle Co-op Director is responsible for overseeing the day-to-day operations of MACycle Co-op, as well as ensuring that the MACycle Co-op is run as a cooperative service.

## Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
</tr>
</thead>
</table>
| Supervisory Function      | 25%     | - Oversee all day-to-day operations of the service  
- Oversee all MACycle Coop work  
- Recruit, train and supervise all staff and volunteers |
| Financial & Budgeting     | 20%     | - Work with the Vice-President (Finance) to meet the financial needs of the department  
- Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the MACycle Bill Folder weekly.  
- Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process  
- Review general ledger entries and monthly statements to ensure transactions have been properly recorded  
- Maintain proper records of POs and transactions, including sales of memberships  
- Ensure money is stored in a secured location in the MACycle shop  
- Maintain proper records of inventory  
- Review and undertake capital projects as required, working with the Vice-President (Finance) |
| Communications Function   | 20%     | - Ensure mission of the department is communicated  
- Prepare for submission to the Executive Board (EB) a detailed year plan (summer) and two reports per term  
- Work with campus and community partners to promote |

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*Approved EB 05-02*  
*Revised EB 10-21*  
*Revised EB 14-10*
### MACycle Co-op Director Job Description

**Knowledge, Skills and Abilities**

- Advanced Bicycle Repair Training Required
- Interpersonal skills required in order to work with volunteers and other partners
- Communication skills required to be an effective liaison between the various groups on campus who are involved in promoting cycling as an alternative transportation (e.g. Security Services, Office of Sustainability, etc)
- Organizational and time management skills required to ensure the effective operation of the Co-op
- Leadership skills required in order to facilitate meetings
- Budgetary skills will maximize limited financial resources and maintain a balanced budget
- Creativity required in order to maximize stability and growth of the MACycle Co-op
- Experience with Microsoft Word and Excel

<table>
<thead>
<tr>
<th>Function</th>
<th>Percentage</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising &amp; Promotions</td>
<td>20%</td>
<td>Utilize the appropriate MSU departments to promote MACycle activities on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media &amp; Design, Compass Information Centre, etc.) Promote MACycle to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week</td>
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<tr>
<td>Other</td>
<td>10%</td>
<td>Responsible for other duties as assigned by the Vice-President (Administration) Participate in a performance evaluation process set out by the Vice-President (Administration) Act as the Senior Technical Advisor and representative to MACycle Co-op Responsible for all of the functions of MACycle during the summer term Uphold MACycle Co-op weekly shop hours Maintain shop cleanliness Dispose of all waste (including rubber and metal waste) appropriately Participate in transition with the outgoing MACycle Director and provide transition to the incoming MACycle Director</td>
</tr>
</tbody>
</table>
Effort & Responsibility
- Judgment required to make financial decisions for the department
- Responsible for ensuring that MACycle Co-op is run as a cooperative service
- Responsible for handling any fees or monies collected
- Responsible for maintaining an appropriate and positive image of the MSU

Working Conditions
- Time is spent in the MACycle Co-op shop and office
- Time demands may exceed stated hours of work

Training and Experience
- Experience working in a leadership role
- Experience with advanced bicycle repair required
- Previous involvement with MACycle is an asset
- Participation in annual MSU Management Training required (provided)

Equipment
- Telephone with voicemail box
- Computer in shop space