Dear Members of the Executive Board,

MACycle has historically been run single-handedly by the MACycle Coordinator. However, the wide range of tasks required to effectively run the service is too much to handle for one person. Consequently, many small tasks beneficial to MACycle operations are often overlooked or given little attention. Therefore, it is requested that an executive in charge of overall shop operations be hired to assist the MACycle Coordinator in running the MACycle bike shop. Important tasks the Operations Executive will be responsible for include cleaning up the shop, transferring bicycle components and other supplies shipped to the MSU office to the MACycle bike shop, and focusing on how to improve MACycle services.

Sincerely,

Richard Chen
MACycle Coordinator
# JOB DESCRIPTION

**Position Title:** MSU MACycle Shop Coordinator

**Term of Office:** May 1 – November 30

**Supervisor:** MACycle Coordinator

**Remuneration:** Volunteer

**Hours of Work:** 8 hours per week (minimum)

## General Scope of Duties
The MACycle Shop Coordinator will be responsible for the daily operations of MACycle and assisting the Coordinator with any additional tasks.

## Major Duties and Responsibilities

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<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| Supervisory Function | 70%     | - Responsible for overseeing the daily operations of MACycle to ensure smooth operations (e.g. take inventory, cleaning up the MACycle shop on a regular basis)  
- Provide assistance to the MACycle Coordinator and other MACycle Executives for any and all special projects/events |
| Communications Function | 25%     | - Respond to general inquiries and deal with customer feedback  
- Facilitate strong and effective communication between all MACycle staff to ensure smooth operations  
- Make recommendations for improvements and changes to the shop and/or repair services |
| Other             | 5%      | - Be an active member of the MACycle community  
- Other duties as assigned by the MACycle Coordinator  
- Provide feedback on the service experience  
- Attend executive meetings as scheduled |

## Knowledge, Skills and Abilities
- Organizational and time management skills
- Leadership and supervisory skills
- Knowledge of bicycle repair and/or interest in cycling is an asset
- Excellent written, interpersonal and oral communication skills
- Excellent team work abilities are an asset
Effort & Responsibility
- Judgment required to make good human resources decisions
- Responsible for the supervision of volunteer staff members
- Responsible for maintaining an appropriate and positive image of the MSU
- Frequent lifting of objects

Working Conditions
- Time demands may exceed stated hours of work
- This position involves working closely with the rest of the executive team in a positive, supportive, and productive environment.
- Work will be performed in a shared office space, outside, and at the MACycle bicycle shop

Training and Experience
- Previous management/supervisory experience is an asset
- Necessary training will be provided

Equipment
- Computer with internet access
- Bicycle repair tools