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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

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| **Position Title:** | **MACycle Director** |
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| **Term of Office:** | March 1 to November 30 |
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| **Supervisor:** | Executive Board through the Vice-President (Administration) |
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| **Remuneration:** | Under Review |
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| **Hours of Work:** | Under Review |

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| **General Scope of Duties** |
| The MACycle Director is responsible for overseeing the day-to-day operations of MACycle, as well as ensuring that MACycle is run as a service focused on educating students on bike related issues and providing a community hub for cyclists on campus. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 25% | * Oversee all day-to-day operations of the service
* Oversee all MACycle work
* Recruit, train and supervise all staff and volunteers
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| Financial & Budgeting Function  | 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)
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| 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 awareness and educate the McMaster community of alternative modes of transportation (especially cycling)
* Liaise with various groups (e.g. McMaster Security Services and EFRT) regarding bicycle servicing contracts
* Liaise with local secondary schools to promote volunteer services
* Be the acting spokesperson and representative of MACycle
* Liaise with the Office of Sustainability Office on all alternative transportation events
* Ensure that all documents are stored on the MSU server in the appropriate public folder
* Liaise with other bicycle co-op based services in the surrounding area
* Ensure website is updated regularly
* Attend monthly Part-Time Manager meetings
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| Advertising & Promotions Function  | 20% | * Utilize the appropriate MSU departments to promote MACycle activities on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & 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
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| Other  | 10% | * 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 to MACycle
* Responsible for all of the functions of MACycle during the summer term
* Participate in transition with the outgoing MACycle Coordinator and provide transition to the incoming MACycle Coordinator
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| **Knowledge, Skills and Abilities** |
| * 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
* 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
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| **Effort & Responsibility** |
| * Judgment required to make financial decisions for the department
* Responsible for ensuring that MACycle is running as a service
* Responsible for handling any fees or monies collected
* Responsible for maintaining an appropriate and positive image of the MSU
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| **Working Conditions** |
| * Time is spent in the MACycle shop and office
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Experience working in a leadership role
* Previous involvement with MACycle is an asset
* Participation in annual MSU Management Training required (provided)
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| **Equipment** |
| * Telephone with voicemail box
* Computer in shop space
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