



About Cycle Toronto

Cycle Toronto is a member-supported charity that has been leading the change to help build a healthier, more vibrant cycling city since 2008. We work to create access to cycling, build support for cycling infrastructure, and help foster a culture of cycling in Toronto. We are a non-partisan organization that engages a diversity of people in our work pursuing evidence-based solutions to make riding a bike a safer, more convenient option for more people.

The Role

Reporting to the Programs Manager, the Bike Hub Assistant Manager oversees the day-to-day operations of the Bike Hub. This is a working leadership role that is involved in hands-on delivery of cycling education and engagement programming alongside other staff and volunteers.

Key Responsibilities

- Works alongside staff and volunteers in delivering programs and supporting Bike Hub visitors
- Ensures programs run safely, on schedule, and in alignment with Cycle Toronto's standards for accessibility, inclusion, and customer experience
- Oversees Bike Hub operations, including but not limited to:
 - Bike Hub Community Stop;
 - Do-It-Yourself sessions;
 - E-Cargo Bike Lending Library;
 - Bike Match collection and drop-off;
 - Learn-to-Ride;
 - Group rides;
 - Engagement stations
- Schedules and supervises Bike Hub employees, contractors, and volunteers, fostering a high-standard customer service environment
- Assists with training and onboarding of staff and volunteers, helping maintain a positive, supportive team culture
- Tracks participation numbers and supports program reporting and feedback collection
- Other duties as assigned

Qualifications

- Proven track record of providing excellent customer service
- Supervisor experience required
- Ability to work both independently and with a team, stay organized, and manage multiple priorities in a dynamic environment
- Comfortable working outdoors in a variety of weather conditions
- Requires frequent bending, moving, lifting, and carrying material weighing up to 40 kg
- Standard first aid certificate (or higher) required
- Basic bike mechanic skills (fixing flat tires, adjusting breaks, etc.) required. More advanced experience is an asset
- Experience working in community programming, recreation, events, or education is an asset
- CAN-Bike Level 4 or higher is an asset

Job Posting February 2026
Bike Hub Assistant Manager



Terms of Employment

- Full time, contract position runs April to October
- Must be able to work holidays and weekends
- Reports to the Programs Manager
- Salary: \$59,000 per year prorated. Paid vacation
- The position is in-person and located in downtown Toronto

Application process

Email your cover letter and resume in one PDF document to work@cycleto.ca with the subject line "Bike Hub Assistant Manager" by end of day **Sunday, March 1, 2026**.

We will aim to hold interviews shortly thereafter. We thank all applicants for their interest but only those selected for an interview will be contacted.

Cycle Toronto is committed to equity and inclusion. We seek to develop a diverse and talented staff team that reflects our city's diverse communities. Black, Indigenous, and People of Colour, people with disabilities, and people of diverse gender expression are encouraged to apply. Accommodation in the hiring process and during employment will be provided in accordance with Ontario's Human Rights Code.