



OUR COMMUNITY BIKES

Bicycle Mechanic - Sales and Shop Support Canada Summer Jobs 2026 Seasonal Full-time

PEDAL Society promotes the use of bicycles as a healthy, affordable and environmentally sound form of transportation. We offer education in mechanical skills to empower people and to enable their access to community services and opportunities. We do this through our three main programs. Our Community Bikes is a cycling education and resource centre and social enterprise. Our Community Bike Club is the youth outreach program which provides a variety of maintenance and riding opportunities. Pedals for the People provides free bikes, parts, and repairs for people who face financial barriers.

Summary of Position

The Sales and Shop Support person will work at the front desk greeting people as they enter the shop, pointing them in the right direction (ie: assessments for service or DIY stands for self-repair), assisting clients with finding parts, test riding bikes, ringing through sales transactions, and helping out with other shop related tasks as necessary.

This position reports to Floor Leads and the Shop Manager.

Responsibilities:

- Greet customers as they enter the shop and direct them where to go for the services they are seeking;
- Assist and instruct customers with finding parts and sell used and new bicycle parts;
- Process bicycle donations for recycling;
- Advise on bike related questions;
- Support and instruct volunteers;
- Ensure DIY benches are fully stocked with tools, forms, and consumables;
- Participate in shop organizational tasks;
- Answers emails, messages and follows through;
- Participate in staff communication through the 'Slack' interface;
- Use the online Point of Sale system;
- Attend monthly online staff meetings, and other committee meetings, occasionally chairing or taking minutes;
- Navigate google drive to find resources including, but not limited to meeting agendas, policies and procedures, monthly schedules, timesheets, and meeting notes.
- Support events, courses, in house programs;

- Refurbish bicycles under supervision;

Required/Desired Qualifications:

- Experience with retail point of sale systems, specifically Lightspeed
- Comfortable in a fast-paced sales environment
- Dedication to inclusive and welcoming customer service
- Visual merchandising experience
- Interest in bikes and comfort talking about various ways of using them
- Commitment to supporting our mission and strengthening our organization through visioning, strategic planning, and general organizing
- Commitment to open and direct communication with other staff
- Commitment to self-care and personal sustainability
- Proven history of delivering high quality work within expected timelines
- Self-motivated, competent, confident and empathetic
- Basic bicycle mechanics knowledge
- Clear interest in and understanding of anti-oppression politics
- **This job is funded by Canada Summer Jobs, applicants must be between 15 and 30 years of age; Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; *International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.**

Payscale:

\$22.41 - \$25.06 / hr, commensurate with experience. 35 hours a week for a period of 8 weeks
June 15 - July 9, 2026

To Apply:

Please send your resume and cover letter to hr@pedalpower.org, including:

- Why you are interested in this position
- How your experience makes you a good match

Posting will be open until filled. Applications will begin being reviewed on **May 11, 2026**.

We regret that due to the high volume of applicants only those selected for interviews will be contacted.

PEDAL seeks staff who reflect the diverse community we serve. Individuals typically underrepresented in the bicycle mechanics industry are highly encouraged to apply including people of colour, indigenous people, queer people, trans people, women, people living with disabilities, and/or mental health variations.