

Position: WORD Mountain Bike Assistant Instructor

Place of Work: Wellington Region

Hours of Work:

Term programmes:

Term 1 (February-April, 4.30-6.30pm)

Term 2 (June/July, 4.30-6.30pm night riding)

Term 4 (October-December, 4.30-6.30pm)

Reports to: WORD Instructor Coordinator

Vision and Values: It is expected at WORD that all Instructors and Assistant Instructors will contribute towards the delivery of our vision “To promote youth participation, develop skills and self-confidence, and foster a lifelong love of mountain biking.”

Position Overview: WORD (Wellington Off-road Riding Department) is a non-profit youth mountain bike organisation. We run after school programmes, holiday camps and events for kids 7-17years old. Assistant Instructors are passionate, young mountain bikers that assist the WORD Instructors for the 7-9 year olds and 10-12yr old groups. **This is a volunteer role.**

Key Responsibilities:

Personal Development

- Self-development through observing, hands-on learning and exploration of instruction style
- Support and assist Instructor throughout the session
- Create a fun, supportive and welcoming environment for riders
- Perform other duties as required

Risk Management

- Adhere to the WORD Safety Management Systems
- Communicate hazards and risks to continually improve WORD’s Safety Management Systems
- Report incidents, hazards, risks, and learnings with WORD Instructor to continually improve WORD’s Safety Management Systems

The Spirit of WORD

- Be respectful to Board members, fellow instructors, WORD riders and their parents
- Create and maintain a fun, supportive and encouraging environment for all riding groups
- Be open to personal development through learning, observing, discussion and reflection
- Develop your own trail riding skills

Essential Qualifications:

- Previous/current participant in WORD
- Minimum age 14 years old
- Attend the WORD Assistant Instructor Training Day (13 October 2019)
- Current First Aid Certificate (preferred)

Personal Skills:

- Passion for Mountain Biking
- Experience working with children
- Comfortable riding Grade 3+ trails
- Good level of bike fitness (comfortable riding 2+ hours)
- Ability to undertake minor on-the-trail repairs
- Have a sense of humor and ability to create a fun environment
- Committed to ongoing personal development
- Ability to work in exposed weather, unstable terrain, and hazards inherent to mountain bike riding.

Equipment requirements:

- Instructors require functional bike, charged phone, backpack with first aid kit (provided), tools, tube, pump, snack food and water.
- Personal protective gear (helmet, shoes, kneepad- optional)