



## Position: WORD Mountain Bike 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)

School holidays: January, April, October (8.30-2pm and overnights)

**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. We are currently looking for passionate and experienced Instructors to join our team! **This is a PAID position.**

\*The ideal Instructor will have a desire to eventually lead a team of Instructors and/or work during the school holidays.

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### **Key Responsibilities:**

#### **MTB Instruction**

- Plan, lead and instruct mountain biking to WORD riders
- Create a fun, supportive and welcoming environment for riders
- Use a variety of participant-focused instructing methods
- Assess and record the abilities of your group of riders, for internal purposes and possible parent/rider feedback
- Ensure instruction is at an appropriate level for both the individuals and the group
- Inspire instructors and riders by being a positive role model
- Provide development support and mentoring to WORD Assistant Instructors

#### **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 and other instructors and coordinators 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

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**Essential Qualifications:**

- Hold or be willing to obtain a NZ MTB Instructor qualification
- Current First Aid Certificate (outdoors specific preferred)
- Pass a police check
- Full Driver's license (preferred)
- Attend the WORD Instructor Training Weekend (21-22 September 2019)
- Minimum age 18 years old

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**Personal Skills:**

- Passion for Mountain Biking
- Experience working with children and young people
- 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 within the industry
- The ability to show compassion and empathy to youth, while being sensitive to different personalities and cultures.
- Adaptable to each participant's varying needs, skill level, age and fitness level.
- Ability to work in exposed weather, unstable terrain, and hazards inherent to mountain bike riding.

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**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)
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