

WORD Youth Mountain Bike programme Role Descriptions

JOB TITLE	REPORTS TO:	SUPERVISES	RELATIONSHIPS
Coordinator	WORD Board	ALL Instructors WORD youth riders	Parents, Instructors, Colleagues, Youth mountain bikers, members of public
Lead Instructor	WORD Coordinator	Instructors Assistant Instructors WORD youth riders	
Instructor	Lead Instructor WORD Coordinator	Assistant Instructors Youth Riders	
Assistant Instructor	Instructor	WORD youth riders	

ROLE SUMMARY

Actively instruct WORD mountain bikers

- using good youth-oriented practices, at an appropriate level for both the individuals and the group;
- inspire instructors and riders, by being a positive role model.
- ensuring all riders get some form of regular one-on-one instruction and social interaction.

Develop and maintain awesome relationships in the spirit of WORD

- be likeable to fellow instructors, WORD riders and their parents;
- create and maintain a fun, supportive and encouraging environment for all members of the riding group; guided by the spirit of WORD and WORD Codes of Behaviour.

To grow as an instructor and rider

- undertake personal development through learning, observing, discussion and reflection;
- make use of WORD and other resources to assist development;
- Develop your own trail riding skills.

To prepare, plan and communicate

- a programme for the day for the riders, giving clarity of what will happen over the session and what is expected of riders in the group as the session unfolds;
- arriving at the programme prepared with equipment and mind in good order;
- being flexible enough to do what is in the best interests of the group on the day;
- knowing and being confident in implementing WORD's incident and risk management processes.

To report, liaise and share

- incidents, issues and learnings with WORD and other instructors and coordinators;
- with WORD about their riders; parents about their children; and the riders themselves about their progress.

DUTIES & ESSENTIAL ROLE FUNCTIONS OF LEAD INSTRUCTOR

- Plan, lead and instruct mountain biking to WORD riders, through a variety of contexts of: Exercises, sessioning, riding, demonstration, one-on-one and explanation.
- Assess and record abilities of your group of riders, for internal purposes and possible parent/ rider feedback.
- Communicate to riders' ride expectations in a way that ensures their safety and enjoyment.
- Provide development support and mentoring to instructors
- Perform other duties as required.
- Report to Coordinator any incidents, and/or materials or equipment damaged, used or lost.

DUTIES & ESSENTIAL ROLE FUNCTIONS OF INSTRUCTOR

- Plan, lead and instruct mountain biking to WORD riders, through a variety of contexts of: Exercises, sessioning, riding, demonstration, one-on-one and explanation.
- Assess and record abilities of your group of riders, for internal purposes and possible parent/ rider feedback.
- Communicate to riders' ride expectations in a way that ensures their safety and enjoyment.
- Provide development support and mentoring to assistant instructors.
- Perform other duties as required.
- Report to Lead Instructor any incidents, and/or materials or equipment damaged, used or lost.

DUTIES & ESSENTIAL ROLE FUNCTIONS OF ASSISTANT INSTRUCTOR

- Key job function is self-development through observing, hands-on learning and exploration of instruction style.
- Support and assist instructor and riders throughout the session, at times following instruction from lead Instructor. Otherwise acting in a way that supports maximum time riding for all members of the group.
- Perform other duties as required

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT / EQUIPMENT

- All roles require good bike fitness and skills, and the ability to undertake minor on-the-trail repairs.
- Work environment is exposed in the outdoors to weather and unstable terrain, hazards inherent to mountain bike riding. Suitable clothing, equipment and protective gear is required.
- All roles require functional bike, charged phone, backpack with tools, tube, pump, snack food and first aid kit.

ACKNOWLEDGMENT FOR RECEIPT OF ROLE DESCRIPTIONS

I have received a copy of WORD Role Descriptions and have read and understand its contents.

Assigned Role or Roles (leave blank if flexible)

Signature

Date

WORD Signature

Date