



YMCA Camp Bernie **Summer Camp Job Description**

Job Title: Mountain Bike/BMX Assistant

Reports To: Bike Instructor, Program Coordinator and Leadership Team

Position Purpose: Bike Assistant furthers the mission of YMCA Camp Bernie through the development and delivery of bicycling activities that are safe, fun, and appropriate to the campers' ages and abilities. They assist in the management to the physical operation of the bicycling facilities and equipment.

Essential Job Functions:

1: Ensure that campers and staff know and follow safety and educational procedures in mountain biking.

- a. Assist in the implementation of staff training in mountain biking. Instruct other staff members in their responsibilities in the biking program area, including equipment safety checks.
- b. Ensure campers and staff members follow all safety protocols in mountain biking program area.
- c. Be knowledgeable and familiar with the roads and trails available for biking in the camp area.
- d. Model safe and appropriate use and care of biking equipment at all times.

2: Lead instruction in mountain bike activities.

- a. Deliver fun and creative mountain bike program activities that are progressive.
- b. Work with the Bike Instructor and Program Coordinator to develop lesson plans that meet camp outcomes and match the ability level of campers.
- c. Evaluate the success of the camp programs, in partnership with the Bike Instructor and Program Coordinator, to ensure the development of camper bicycling abilities and skills.

3: Assist in the management and care of the physical facilities and equipment in the Bike program area.

- a. Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- b. Maintain the Biking equipment including bikes, helmets, and maintenance tools and supplies.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested by Bike Instructor, Program Coordinator, Summer Camp Coordinator, Leadership and/or Administrative Staff.
- b. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- c. Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- d. Any and all other added responsibilities as requested by Administrative Staff.

Qualifications:

- a. Must be at least 17 years of age.
- b. Must carry current certifications in CPR and First Aid.
- c. Must have passed Bike safety course or have documented experience.
- d. Must submit health history record and examination form prior to first day of work.
- e. Must have the ability to lead activities, be a group leader, and be flexible.

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of a bicycling position could be endurance, including sitting on a bicycle for extended time, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat.