

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Mountain Biking Instructor
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Activities Director
Supervisory Responsibilities	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Wage Scale
Date:	December 5, 2017

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The Mountain Biking Instructor at GVR develops, leads, and/or implements instructional classes, safety rules, and emergency procedures for the mountain biking activity.

## Duties and Responsibilities:

- Inventory the mountain biking equipment at the beginning of the camping season and again after summer camp ends.
  - Ensure that all equipment is in working order for summer camp
  - Turn in a written inventory of all equipment to the Activities Director
- Prepare the mountain biking equipment for use prior to arrival of campers at each activity period.
  - This requires a basic knowledge of bicycles, bicycle components, and bicycle repair.
- Check all equipment for safety prior to the beginning of each activity.
- Develop lesson plans and fun activities to implement during each mountain biking activity period
  - Prepare to instruct 4 to 5 mountain biking classes per day for 5 days per week
- Evaluate each camper's ability to participate in mountain biking before the activity begins.
  - This initial evaluation should also determine each camper's mountain biking skill level.
  - Assign mountain biking equipment appropriate to each participant's skill level.
- Practice and enforce safety on every mountain biking trail ride.
  - Ensure that campers are well hydrated
  - A bicycle repair kit and first aid kit must be taken on each trip.
- A pre-trip safety briefing should include (at a minimum):
  - How to ride safely on public highways
  - How to ride on various surfaces
  - How to brake.
  - How and when to change gears.
  - How to know if you're physically exhausted beyond your limits.
- Give personal help to campers when needed.
- Notify the Activities Director and Summer Camp Director of any maintenance needs involving the mountain bikes or the mountain biking shed.
- In the event of an accident, notify the Camp Director and/or Assistant Camp Director and Camp Nurse immediately.

## **JOB DESCRIPTION—GVR SUMMER STAFF, Mountain Biking Instructor**

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- A staff member must supervise each mountain biking trail ride.
  - Supervision ratios should be no less than 1 staff to 8 campers.
- At the end of the summer, clean and store all of the bikes, organize tools and supplies, and give a written inventory to the Daytime Program Director or Assistant Director/Camp Director before leaving camp.
- Perform any additional summer camp related duties as assigned by the Activities Director, Assistant Camp Director, Camp Director or conference Youth Director.

### **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Certification or another form of documented training or experience in Mountain Biking from a recognized organization is preferred but not required
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for Biking
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

### **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, run, bend, kneel, reach overhead and may occasionally lift up to 40 pounds. The employee must be a proficient mountain biker and capable of riding for extended periods of time in thin mountain air. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Working Conditions:**

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, kneeling, or riding a mountain bike. This position is highly demanding and requires great flexibility and responsiveness. Tasks are performed in a variety of locations and conditions around the Ranch, including the mountain bike shed and surrounding trail system. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## **Acknowledgements**

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

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Date