

CERTIFIED INSTRUCTOR I – BIKING SKILLS

Approval Date:	May 2024	Department:	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
Title of Immediate Supervisor:	Recreation Program Manager		

General Accountability:**Purpose and Scope**

Reporting to the Recreation Program Manager and taking direction from Program Coordinators, Programmers and/or Assistant Programmers, the Certified Instructor I Biking Skills plans and leads biking courses relevant to certified area.

Nature and Scope of Work

- Plan, deliver and instruct biking skills courses to people of all ages including choosing appropriate terrain, effectively managing risk, and promoting a high level of riding etiquette in relevant area.
- Set up and cleanup for activities, equipment, and supplies.
- Assist with minor bike repairs.
- Oversee and ensure safety and care of all participants.
- Ensure ongoing communication with participants, program partners and supervisor.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Ensure equipment, facilities, trails, and pathways are used in a safe and proper manner.
- Complies with guidelines and procedures required for this program.
- Observe all necessary Occupational Health and Safety policies and procedures.
- Participate in meetings, leadership and teambuilding activities as needed.
- Other duties as may be required

Necessary Qualifications**Knowledge:**

- Good knowledge of instructing basic and intermediate biking skills in relevant area (i.e. road, e-bike, mountain, other).
- Good knowledge of biking safety practices, biking etiquette and rules.
- Knowledge of local trails, pathways, and roadways to plan safe rides.
- Knowledge of bike equipment, minor repairs, and basic bike maintenance.
- Knowledge of WorkSafeBC regulations and safe work procedures.
- Clear understanding of the goals and objectives of recreation and inclusion.

Skills:

- Effective communication, interpersonal and problem-solving skills.
- Effective teambuilding skills.
- Strong cycling skills.
- Strong group instruction and facilitation skills.
- Skilled in motivating diverse groups to stay engaged and participate in programs.
- Skilled in leading and instructing outdoor biking sessions.

Abilities:

- Ability to successfully and professionally represent the City of Campbell River's fitness department, and to promote the fitness department's programs and facilities.
- Ability to supervise and lead diverse groups of biking participants.
- Ability to develop ride and safety plans that meet participant skill level.
- Ability to work within and contribute positively to a proactive, positive team environment.
- Demonstrates the Department's core values: teamwork, respect, integrity, acceptance, and communication.
- Must have the sufficient physical strength, stamina, and ability to perform the work.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Ability to successfully attain a criminal record check, including vulnerable sector check, prior to commencement of employment.
- Must have access to a bike in good working condition relevant to bike activity.

Education/Training/Certification:

- Grade 12
- Certification in Biking Instruction in relevant area i.e. Professional Mountain Bike Instructor Association, Hop On, HUB Cycling, Bike Instructor Certification Program (BICP) or equivalent.
- Related courses in Recreation Services (ie. NCCP, Red Cross Leadership, Leadership Training)
- Current Emergency First Aid Certificate and Child CPR.

Experience:

- Minimum six (6) months experience leading and/or instructing biking participants.
- Previous experience in recreation services.

Preferred Qualifications (For External Postings Only)

- Wilderness First Aid

Unusual Working Conditions

- Evening, weekend, and split shifts may be required.
- Will be required to work outdoors for long periods of time in various weather conditions.
- Must have access to a bike in good working condition relevant to bike activity.