



INTERNATIONAL  
**SPORTS**  
— TRAINING CAMP

## MOUNTAIN BIKE INSTRUCTOR

Mountain bike instructors take groups of campers for guided rides and also maintain all bikes, equipment, and trails. Applicants should have experience off road biking, performing general bike maintenance and working with kids.

### MINIMUM QUALIFICATIONS

- minimum age of 19
- well-rounded knowledge of mountain biking (certification desirable)
- bike repair and maintenance knowledge desirable
- knowledge of riding skills, and the ability to teach these skills to campers
- ability to communicate thoughts and ideas to children (teaching background desirable)
- physical strength to move and lift mountain bikes
- desire and ability to work with and teach children ages 8 to 17 (camp experience desirable)

### GENERAL RESPONSIBILITIES

#### Camper Mountain Bike Riding

- direct and supervise ISTC's mountain biking program
- teach and monitor the proper use of the bikes
- attend and instruct mountain biking sessions for sports sessions, recreation time and weekend stayover rides
- incorporate 'theme of the week' activities into the mountain biking program
- supervise campers and maintain a positive learning environment
- assume responsibility for the health and welfare of the campers entrusted to your charge
- assume responsibility for enforcing the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- serve as a good example to campers in personal language, appearance and health habits

#### Program Maintenance

- maintain mountain bikes in safe working condition
- maintain trails to enable safe and age appropriate riding conditions
- construct new riding trails, mark trails, create maps of riding trails
- purchase supplies when necessary, order repair parts and make repairs that are needed
- store bikes at the end of each day
- care for all tools, bikes, equipment, etc.
- clean bikes as necessary
- conduct pre and post camp inventory of equipment
- clean and store equipment at the end of camp
- evaluate current program and make recommendations for next year
- keep mountain bike pavilion clean and organized

### **Miscellaneous**

- prepare and actively participate in staff training meetings and supervisory conferences
- communicate with the mountain bike director(s) through journal writing and one-on-one sessions
- carry out canteen, activity deck, evening patrol and night patrol duties on a rotating basis
- assist with camper check-in and check-out stations
- assist with camper jet skiing

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

### **HOURS**

Mountain bike instructors have one day off per week either from Friday at 12 noon until Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 12:00 am curfew with the exception of your day off.

### **GENERAL RULES**

Mountain bike instructors are responsible to the camp directors, athletic directors, mountain bike director and the camp owners. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.