

BIKING SKILLS INSTRUCTOR (Auxiliary - Certified Instructor I)

The City of Campbell River is seeking an experienced and passionate **Biking Skills Instructor** to join our Recreation & Culture team, in this auxiliary position to deliver short, 4 to 8 week courses. Help to inspire individuals with an interest in cycling and staying active, right here in beautiful Campbell River!

The role – As a Biking Skills Instructor you will plan, deliver and instruct biking skills courses for people of all ages and abilities, including leading outdoor biking sessions in a variety of terrains.

Required qualifications:

- Minimum of six (6) months experience in leading and/or instructing biking participants.
- Previous experience in Recreation Services.
- Grade 12 plus:
 - Possess certification in biking instruction in a relevant area. For example: Professional Mountain Bike Instructor Association, Hop On, HUB Cycling, Bike Instructor Certification Program (BICP) or equivalent.
 - Relevant courses in Recreation (i.e. NCCP, Red Cross Leadership, Leadership Training)
 - Current Emergency First Aid Certificate and Child CPR
- The successful candidate will be required to provide a clear RCMP Criminal Record and Vulnerable Sector check.
- The successful candidate must have access to a bike in good working condition relevant to the bike activity.

Our ideal candidate will be:

- Passionate about cycling, people, fitness, and the outdoors
- Possess strong cycling skills and knowledge, plus knowledge of local trails, pathways and roadways
- Skilled at group instruction and facilitation, including instructing outdoor biking sessions for diverse groups
- Knowledgeable about biking safety practices, biking etiquette and rules
- Positive and optimistic, with excellent communication, interpersonal and problem-solving skills
- Self-motivated and goal oriented
- Able to work a flexible schedule that may include evenings, weekend and split shifts, if required.

What we offer:

- The hourly rate of pay for this short term auxiliary CUPE bargaining unit position is \$22.68 plus 12% in lieu of benefits (this is equivalent to a wage of \$25.40 per hour).
- The successful candidate will also have access to a reduced cost Employee Wellness Pass for Recreation facilities and programs.

Please see the attached job description for more information on the duties and necessary qualifications for this position.

Screening will take place while the posting is open and qualified candidates will be contacted for interviews.

This posting will close on August 11, 2024.

Please send your resume with covering letter quoting **Competition EXT-24-074** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

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.