



## Position: WORD Mountain Bike Assistant Instructor

**Place of Work:** Either Otautahi, Wānaka, Wellington

**Hours of Work:**

Term programmes:

Term 1 (7 consecutive weeks in February-April)

Term 2 (4 consecutive weeks in June/July - night riding)

Term 4 (7 consecutive weeks in October-December)

4:30pm - 6:30pm

\*Assistants will be required to be onsite 15 minutes prior to session start time

**Reports to:** WORD Instructor Coordinator

**Vision and Values:** Assistant Instructors will contribute towards the delivery of our vision to save the world one ride at a time!

**Position Overview:** WORD (World Off-road Riding Department) is a non-profit youth mountain bike organisation. We run after school programmes, holiday camps and events for kids 7-17years old. Assistant Instructors are passionate, young mountain bikers that assist the WORD Instructors for the 7-9 year olds and 10-12yr old groups.

**This is a volunteer role.**

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### Key Responsibilities:

#### Personal Development

- Self-development through observing, hands-on learning and exploration of instruction style
- Support and assist the Instructor throughout the session
- Create a fun, supportive, and welcoming environment for riders
- Perform other duties as required

#### Risk Management

- Adhere to the WORD Safety Management Systems
- Communicate hazards and risks to continually improve WORD's Safety Management Systems
- Report incidents, hazards, risks, and learnings with WORD Instructor to continually improve WORD's Safety Management Systems

#### The Spirit of WORD

- Be respectful to Board members, fellow instructors, WORD riders and their parents
- Create and maintain a fun, supportive and encouraging environment for all riding groups
- Be open to personal development through learning, observing, discussion and reflection
- Develop your own trail riding skills

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**Essential Qualifications:**

- Previous/current participant in WORD
- Minimum age 14 years old
- Attend the WORD Assistant Instructor Training Day (October)
- Current First Aid Certificate (preferred)

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**Personal Skills:**

- Passion for Mountain Biking
- Experience working with children
- Comfortable riding Grade 3+ trails
- Good level of bike fitness (comfortable riding 2+ hours)
- Ability to undertake minor on-the-trail repairs
- Have a sense of humor and ability to create a fun environment
- Committed to ongoing personal development
- Ability to work in exposed weather, unstable terrain, and hazards inherent to mountain bike riding.

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**Equipment requirements:**

- Assistant Instructors require: functional m bike, charged phone, backpack with first aid kit (provided), tools, tube, pump, snack food and water.
- Personal protective gear (helmet, shoes, kneepad- optional)