



Bike Program Lead

Position Title: Bike Program Lead

Term: 40 Hours Per Week for 15 Weeks

Location: RMA Office, Canmore & Outdoor Locations in Banff, Canmore and Kananaskis.

Report to: Program Manager

Date: Expected dates, May 22th – September 3rd 2023

Wage: \$19/hr

Timescale: 5 out of 7 days per week. The applicant will spend the majority of their time in programming locations in Banff & Canmore. Days of work are negotiable.

About RMA

Rocky Mountain Adaptive (RMA) is a not-for-profit organization whose mission is to enable children and adults with physical, developmental and/or cognitive challenges to participate, learn and excel in all sports and recreational activities in the Canadian Rockies. As a multi-sport, year-round organisation who provides access to mountain sport and recreation, RMA offers adaptive sports equipment, specialised instructors, trained volunteers and unique training opportunities. Activities may include biking, canoeing, hiking, kayaking, paddle boarding, swimming, white water rafting and much more!

Overview

The Bike Program Lead will report directly to the Program Manager, who will be responsible for providing training, day-to-day assignments, directions, supervision, and performance appraisal. The Executive Director will oversee both these roles, and meet weekly with the Program Manager to review and assess performance of the Bike Program Lead in their role. The Executive Director will also meet periodically with the Bike Program Lead to provide any feedback and mentorship.

The duties of the Bike Program Lead will revolve mainly around leading a range of adaptive biking programming and facilitating rentals of handcycles, Bowheads and other cycling equipment. The successful applicant will act in a hands-on role teaching adaptive biking lessons, set up and pack down of adaptive equipment, greeting guests & family members, providing safety briefings to volunteers and supporting staff, provide community awareness of adaptive sport, monitor and record each guest's equipment needs and biking skill, plus other assigned duties.

At this time our biking program is mainly half day bike lessons and experiences based up at the Canmore Nordic Centre.



Roles & Duties

- Assist Program Manager in delivering:
 - Various multi week sport programs which may include leisure biking, mountain biking and bowhead programs
 - Individual biking experiences and lessons
 - Specialized group camps to provide social interaction in an active environment.
As our participants live with physical, developmental and/or cognitive disabilities, a higher than normal staff to participant ratio is required to ensure safety and that learning and fun is maximized.
- Review and understand individual participant health information and instruction preferences.
- Engage with other summer recreation programmers to deliver biking specific programming
- Ensure proper duty of care is maintained for participants
- Provide feedback and updates to parents and/or guardians pre and post program (where appropriate).
- Complete regular lesson reports for all group and private lessons facilitated, including notes on equipment set-up, assessment of biking level, challenges and successes, and plan for future lessons
- Assist other bike staff in evaluation and reporting of participant performance, identification of any challenges, and potential solutions to put in place.
- Helping to develop testimonial and promo content from participants; helping participants and their families tell their 'RMA experience stories'.
- Assist Program Manager with other duties as assigned.
- Drive company vehicle and equipment trailer.

Qualifications

- Required:
 - Advanced experienced mountain biker
 - Knowledge of bike setup and maintenance
 - Class 5 driver's license
 - Ability to problem solve, work independently and as part of a team
 - Time management & good interpersonal skills
 - Quick learner
 - Good oral & written communication skills
 - Competent organisational skills
 - An interest in outdoor education and adaptive sport
- Asset:
 - Road and/or mountain bike coaching certification.
 - Adaptive mountain biking certification (We can arrange this for a successful candidate)
 - 40 hr Wilderness Advanced First Aid or 80 hour Wilderness First Responder
 - Bike-packing, backpacking and bike touring experience
 - Experience working with individuals with physical and/or neurodivergent challenges



- Experience or qualifications in kayaking, hiking, or other mountain sports
- Access to personal transport
- Class 4 driver's license

Eligibility Criteria

This position may be funded through the Canadian Government Summer Jobs Grant Program. Eligible applicants under this program must be 15 to 30 years of age, a Canadian citizen or a permanent resident in order to apply.

Applicants unable to meet Canadian Government Summer Jobs Grant Program eligibility are still encouraged to apply.

We are an all abilities organization and welcome all applications. We positively encourage individuals living with disabilities as well as other minority groups to apply. Individuals living with a disability over the age criteria of 30 are also encouraged to apply.

How to Apply

Please apply by sending a resume and cover letter detailing why you want to work for Rocky Mountain Adaptive, your related experience, and anything else you feel is pertinent to the position to work@rockymountainadaptive.com. Application deadline is posted on our website at rockymountainadaptive.com/employment/