



## **Job Overview: WORCA Dirt Camp Manager**

**Date Posted:** 17 March 2018

**Closing Date:** Midnight 6 April 2018

**Employment Status:** 6 month contract from mid-March to mid-September. Approximately 35 hours per week on a full-time contract. Averaging Agreement to balance hours in early/late season.

**Place of work:** Home/Passiv Haus office moving to office at Red Roof Building during camp operations.

**Wage:** Hourly – approximately \$30 per hour dependent on skills and experience.

## **Whistler Off-Road Cycling Association**

The Whistler Off Road Cycling Association fosters the evolution of the sport through its youth programs and clinics, teaching safety, etiquette and technique to cyclists; WORCA helps to maintain hundreds of kilometres of trail to the highest environmental standards through member fees and volunteer efforts.

### **Overview:**

During the summer months WORCA hosts 5-day youth dirt camps and a daily schools program, fully coached to support youth aged 5 to 16 years. The focus of the Dirt Camps and programs is safety, fun, and mountain bike skill development. Each camp is capped with a 5:1 kid to coach ratio. Dirt camps run from 9am until 3pm from Monday to Friday and depart from/finish at the Waldorf School at the Spruce Grove Ball Diamonds. **WORCA is looking for a full-time Camp Manager who has a passion for mountain biking and inspiring the next generation of riders to manage all aspects of the youth camps.** The position will report to the Manager of Operations.

### **Who We Are Looking For:**

The successful candidate will have experience coordinating youth programs, have supervisory experience, be physically fit and a confident mountain biker. The role will include, but is not limited to:

- Manage WORCA's youth program and coaches;
- Managing the budget, future development and promotion of the youth program;
- Be the primary contact for the youth Dirt Camps, via email, phone or in person;
- Demonstrating our core values around the WORCA DIRT CAMPS: Integrity, Community and Environment, Uncompromising Safety;
- Following best management practices as they evolve, including those set out by WORCA;
- Additional duties/responsibilities as required.

### **Skills, Knowledge and Required Competencies**

- Current OFA Level 1 (B.C. Certified) required;
- Experience supervising/coaching/instructing youth and/or coaches;
- Experience developing and managing a budget;
- Strong mountain bike skills;
- Good physical condition;
- Local Whistler trail knowledge;
- Required to complete a criminal record check;
- PMBI Level 1 course an asset;
- Required to be computer literate and familiar with email and Microsoft office products;
- Experience using Survey Monkey, CCN, Word Press an asset;
- Staff are expected to use their own lap top.

### **Specifics:**

This is a full-time salary position, with a rate approximately \$30 per hour dependent on skills and experience. Application deadline is midnight on April 6. Interviews will take place in mid-April. To apply send your resume and covering letter to [jobs@worca.com](mailto:jobs@worca.com). We thank all applicants, only candidates selected for an interview will be contacted.