

Camp Wonderful

Job Description

Job Title: **Program Specialist: Bicycling**
Incumbent:
Classification: *Nonexempt (Seasonal)*
Reports to: *The position generally would report to the program director although in some camp operations this position may be part of a sports department perhaps reporting to a Sports Director.*

Position Purpose:

To further the mission of the camp through the development and delivery of a bicycling program that is safe, fun, and appropriate to the campers' age and abilities. Assist in the care and maintenance of the bicycles and related equipment.

Essential Job Functions:

1. Develop and deliver a bicycle program that is appropriate for the age and ability of the campers
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Deliver progressive bicycling activities.
 - ♦ Evaluate the success of the bicycling program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - ♦ Assist in the implementation of staff training for bicycling including rules of the road, safety checks, and safety equipment.
 - ♦ Train other staff in their responsibilities when bicycling whether in the program or on their time off.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Be knowledgeable about the roads and trails available for bicycling in the camp area.
3. Assist in the care and maintenance of the bicycles and related equipment
 - ♦ Maintain the bicycle equipment including bikes and helmets.
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group when not on duty teaching bicycling. Note the role of the maintenance staff in regard to this position and the care of the bicycling equipment.

Equipment Used:

Identify the specific equipment available, including the types and ages of the bicycles.

Qualifications *(Minimum qualifications and experience)*

- ♦ Documented training and experience in road bicycling.
- ♦ Current certification in first aid and CPR.

Knowledge Skills and Abilities:

- ♦ Knowledge and ability to teach children to bicycle.
- ♦ Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a bicycling position could be endurance, including sitting on a bicycle for extended time, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat.