



## Evergreen Mountain Bike Alliance Dirt Camp Coordinator Job Description

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### **Evergreen Mission:**

Evergreen is a 501(c)(3) nonprofit organization with the mission of creating and protecting sustainable mountain biking opportunities in Washington State.

### **Summary of Position:**

Evergreen is looking for an Dirt Camp Coordinator to manage all aspects of Evergreen Youth Dirt Camps Program in the Seattle region. Evergreen recognizes that success in growing mountain biking in Washington comes from an informed, engaged, and motivated community. Our Youth Coordinator will directly impact the success of this growing program.

As a lean non-profit organization, the duties of this position are broad and will require a diverse set of skills. We're looking for a multi-tasker who loves to ride and teach, thrives in a fast-paced environment with tight deadlines, and has excellent customer service skills.

If a variety of tasks drives you, you're a go-getter, a collaborator, and you thrive in a dynamic and fast-paced environment, please apply to join our team at Evergreen. Mountain bike instructor experience is highly preferred. Passion for mountain biking is a must.

**Reports to:** Education Manager

### **Responsibilities:**

- Oversee the recruitment, hiring, onboarding, and scheduling of Dirt Camp coaches and mentors.
- Facilitate and schedule Dirt Camp program coaches training.
- Update and keep current curriculum and program processes for Dirt Camps.
- Manage website content and updates for Youth Dirt Camps in the Seattle region.
- Manage camper online registration and customer service.
- Assist the Marketing Manager with any marketing needs for Dirt Camps.
- Coordinate assist with sponsorships and any new initiatives for Dirt Camps programs.

### **Dirt Camp-Specific Duties:**

- Parent communications – class confirmations, questions, cancellations, refunds, etc.
- Coordinate with coaches and mentors' on scheduling needs throughout the summer.
- Manage and approve coach for completion & submission of staff timesheets.
- Collect student skill assessment docs and create groups according to these surveys.
- Collect student waivers and medical information and ensure camper's safety.
- Update and distribute spreadsheets, rosters, timesheets, and hard-copy materials for each camp
- Send a follow-up email communication to parents after the class is complete.
- Camp Lead for each camp at Duthie, Swan Creek, and BDOS unless otherwise established.
- Ensure all Dirt Camp supplies and materials are purchased and distributed to camps.
- Oversee and coordinate with site lead about daily logistics, including staffing, scheduling, and general day to day logistics.
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### **Position Requirements and Qualifications:**

- 2-years minimum of mountain bike instruction experience.

- 2-years of teaching and coaching.
- Proven ability to work under deadline pressure and manage several projects simultaneously
- Experience leading volunteers.
- Excellent communication and attention to detail with and a passion for customer service and organizational skills & ability to work independently w/ direction
- Must be able to follow-through on assignments and meet deadlines and work independently
- Basic understanding and knowledge of mountain biking skills, styles, and trail features and the ability to do basic repairs – ie. Flat tires, etc.
- Proficiency in Microsoft Office Suite and Google Suite.
- Willingness to work occasional evenings & weekend days when the job requires
- Represent Evergreen & the sport of mountain biking in a positive, professional manner at all times.
- CPR Certified or Wilderness First Aid
- Pass a background check

**Hours:** Seasonal, part-time-20 hrs/week in April; Full time-40 hrs/week June - August

**Location:** As required. Evergreen Office - Green Lake, Seattle; Duthie Hill Park – Issaquah, Swan Creek - Tacoma and Black Diamond Open Space – Maple Valley.

**Compensation:** Compensation commensurate with qualifications