West Sound Chapter
Camp Coordinator
Job Description

Summary of Position
Evergreen is looking for a Camp Coordinator who has a love of the sport and wants to pass it down to the next generation of riders. This position will be responsible for growth and development of Dirt Camp coaches with training, skills workshops, registration, and onsite logistics for West Sound Dirt Camps during the summer. Supporting all aspects of the summer Dirt Camp program to ensure a safe, fun learning environment for the campers and staff.

Ideal Candidate
The ideal candidate needs to be passionate about Evergreen’s mission and vision to make Washington State the best place to ride. We are looking for a multi-tasker who loves to work on a diverse set of tasks and can manage staff while providing excellent customer service. The candidate must be comfortable working independently, with tight deadlines and both field and computer work. Reliable transportation is required.

Key Responsibilities
• Oversee the recruitment, training, and daily operations of Camp coaches and mentors.
• Develop a daily / weekly schedule of planned activities and coaching roles.
• Oversee coaches and daily programming, including staff management and timesheet approvals, as well as providing feedback and managing conflict.
• Provide administrative program support such as parent communication, registration management, marketing, and other tasks as needed.
• Teach lessons in accordance with Evergreen curriculum guidelines.
• Operate professionally and independently to find creative solutions as challenges arise.
• Ensure that Camp policies and procedures are followed by all coaches.
• Perform minor bike & equipment repair.
• Ensure safety & security of all participants and coaches.
• Provide prompt, courteous and professional representation of Evergreen.
• Report progress to the Statewide Education Manager.

Desired Skills / Qualifications
• Experience training and teaching mountain bike skills to instructors and riders
• Passion for youth outdoor experiences
• Competent cross-country mountain bike skills with the stamina to ride 4-5 hours a day

Employment Requirements
• 21 years or older.
• 2-years minimum of mountain bike experience.
• 2-years of teaching and coaching.
• Attend Evergreen’s Youth Bike Camp Instructor Training in the Spring.
• Willingness to work occasional evenings & weekend days if the job requires
• Proficiency in Microsoft Office Suite and Google Suite.
• Must have current First Aid and CPR certification
• Pass a background check from DataQuest

Reports to: Kristen McCune, Statewide Education Manager
Job Locations: Poulsbo Pump Track.
Hours/classification: Non-exempt. Hourly. Max 40 hours/week. Monday – Friday 8:00 am– 4pm . Evening and weekend work may be required.
Compensation: $20 - $22 per hour depending on experience.
Benefits: Accrued paid sick time (1 hour per 40 hours worked), workers compensation coverage, and an optional participation in a 401k plan.