



NICA Program Manager - Teen Trail Corps and Camps

Founded in 2009, the National Interscholastic Cycling Association (“NICA”) develops interscholastic mountain biking programs for student-athletes across the United States. NICA provides leadership, services and governance for state leagues to produce quality youth development and mountain bike events supporting every student-athlete in the development of strong mind, strong body and strong character through interscholastic cycling

Reporting to the Director of Risk Management and Training, the position is part of the the NICA National Programs team. The Teen Trail Corps and Camp Program Manager will ensure all programs, events, and trainings meet applicable risk management, safety and quality guidelines and incorporate the NICA mission and core values. The position will provide oversight, development, implementation and ongoing execution of Teen Trail Corps, a NICA National Program; and for camps, provide oversight, support, collaboration, risk management and best practice education to all state Leagues hosting NICA day and overnight camps

Teen Trail Corps Program Management - 50%

The Teen Trail Corps (TTC) program provides NICA student-athletes the opportunity to serve and volunteer their time toward advocacy and stewardship activities that impact their mountain biking environment and community. TTC is designed to inspire and provide exposure as a gateway for NICA student-athletes to enter the world of advocacy. Activities are categorized into five badges that may be earned by student athletes. The first four are Speak, Serve, Ride and Respect. Once a student-athlete has earned all four, they receive the fifth badge, "Teen Trail Corps Captain." The revised Teen Trail Corps Program will re-launch October of 2018. It is the responsibility of this position to oversee all tasks leading up to, during and after the launch.

Responsibilities include:

- Run monthly national Teen Trail Corps calls, facilitating agenda and guest speakers;
- Develop and oversee Teen Trail Corps Guild Committee;
- Manage, support and train Teen Trail Corps Volunteer Coach Supporters (League Level TTC Coach Leadership);
- Write and manage monthly Teen Trail Corps content for national newsletter;
- Develop, manage and post relevant content to TTC Facebook site and respond to inquiries/comments received via social media;
- Oversee, and develop TTC Tool Box curriculum to meet conservative trail work education;
- Contribute to development of minimum standards for NICA to recommend another organization’s trail work;
- Oversee website and badge tracking survey;
- Distribute badges to student-athletes;
- Prepare quarterly reports for NICA Management Team/Board of Directors on TTC;
- Serve as NICA TTC spokesperson both internally and externally;
- Coordinate with local trail advocacy groups to develop partnerships and opportunities;
- Develop student-athletes and coaches in the Teen Trail Corp community;
- Provide and manage relevant data and evaluate progress (success matrix); and
- Travel to 4 - 6 TTC events a year.

Camp Management - 50%

NICA state leagues run a variety of volunteer-run camps ranging in length and subject matter focus (e.g., riding skills development, trail stewardship, first aid training, etc.). A NICA Camp Guild, comprised of representatives from various NICA leagues, serves to share best practices for camp management and execution.

Responsibilities include:

- Run periodic camp Guild calls, facilitating agenda and guest speakers;
- Run Camp Guild Committee, oversee committee work, and run monthly calls;
- Manage, support and train League Directors and camp Guild leaders running camps;
- Oversee and develop camp curriculum;
- Collaborate, improve and elevate camp best practices;

- Work with Coach Licensing team on camp specific training for NICA Coaches;
- Prepare quarterly reports for NICA Management Team/Board of Directors on camps;
- Travel to 2 - 5 State league camps a year.

Ideal Qualifications / Job Requirements

- Bachelor's Degree or 5+ years' experience in an education or youth development programs;
- Experience working with adults in a hands-on sports and educational environment;
- Experience working with youth, preferably in sports;
- Excellent communication skills -- effective written skills, able to communicate orally with others, and able to facilitate engaging coach and student athlete risk management trainings and presentations;
- Aptitude for writing manuals and document management;
- Trail steward experience including assessment, maintenance, restoration, and improvement;
- Trail tool safety and aptitude;
- Exceptional project and operation management skills – ability to lead multiple operations and wear many hats, including program development and implementation, group facilitation, training, marketing & strategic planning;
- While performing the duties of this job the employee is regularly required to: talk, hear, sit, ride a mountain bike, drive a vehicle to and from trainings with a valid driver's license and proof of insurance, and may be required to occasionally be able lift and/or move up to 40 pounds unassisted;
- Background check will need to be processed (required for work with student- athletes); and
- Strong abilities in the Google Drive Suite document creation and management

Qualifications Pluses

- Experience developing youth sports (mountain bike) risk management practices and curriculum for youth, coaches and volunteers;
- Experience working with public lands agencies and private landowners;
- Work experience at overnight camps as counselor, manager and/or director; and
- Trail building experience.

This is a full-time position. Salary dependent on experience. Position may be local (Berkeley, California) or remote This position will remain open until filled. No phone calls please. As an equal opportunity employer, NICA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply. NICA appreciates each application it receives, but due the volume of responses, only candidates who best fit the needs of the organization will be contacted.

To apply:

Please send the following **three documents by Thursday, September 6th** to jobs@nationalmtb.org, with subject “Teen Trail Corps and Camps application.”

- Cover letter
- Resume
- Written response to the following
- Availability should we seek an video conference interview for (please share all times available):
 - Monday 9/10
 - Tuesday 9/11
 - Wednesday 9/12
 - Thursday 9/13

Written response:

Introduction:

As an employee of NICA you will need the skills to problem solve, be strategic and improve upon our programming. Please provide a one to two paragraph answer to the prompts below to provide you an opportunity to demonstrate these skills.

Part 1 League Director camp request:

A League Director has called upon you to review his or her camp programming proposal and is excited to host a mountain bike camp near a lake. In addition to mountain biking, both swimming and a ropes course activities will be offered. If NICA were to not yet have standards for swimming or ropes courses, what steps would you take to develop NICA national standards for quality and risk management when a league offers these activities?

Part 2: Assessing trail maintenance safety standards:

Trail work is carried-out by hundreds of unique organizations in the United States. Many have their own unique approach to trail work programming. Please share an organization outside of NICA whose trail work day you would recommend for a middle school student AND why you would recommend that organization's trail work day.