

**Job Description: Outdoor Instructor**

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| **Position Title** | Outdoor Instructor |
| **Entity** | Adventure Specialties Trust |
| **Reports to (Title)** | Auckland/Christchurch Operations Managers  |
| **Key Relationships** | * Operations Manager
* Senior Instructor
* Clients
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| **Work Location** | Auckland/Christchurch |

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| **MAIN PURPOSE OF POSITION** |
| To prepare, lead and instruct outdoor adventure programmes for the holistic development of clients as dictated by Adventure Specialties Trusts Vision, Mission and Values. This may include day activities, multi-day /multi pursuit expeditions and facilitated programmes. |

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| **ADVENTURE SPECIALTIES TRUST VISION, MISSION and VALUES**  |
| **Our Vision**Lives Inspired by Adventure.**Our Mission**To respond to community needs by providing purposeful adventure to facilitate therapeutic outcomes and positive growth.**Our Values**We are guided by our Christian faith which places the love of God at the centre of all we do. This is expressed by the following:     **We are Hopeful - *Change is possible for everyone***. We are optimistic, confident and use a holistic, strengthbased approach that supports Hauora “the winds of wellness”.  **We are Stronger Together - *We practice mahi tahi****.* We encourage each other and our participants, grow community partnerships and collaborate to achieve shared goals. **We are Adventurous - *Outdoor adventure will transform lives***. We use healthy adventure and a connection with Te Taiao, “the natural world”, to nurture growth and learning.   **We are Inclusive - *Everyone is welcome.***We honour Te Tiriti o Waitangi. We practice respect, equity and manākitanga.  **We are Safe - *We embrace physical, emotional, social, and cultural safety.***We continually invest in our team and resources to ensure all that we do is of high quality.    |
| **RESPONSIBILITIES AND KPIs** |  |
| **Service Delivery – Safety*** To understand and adhere to all aspects of the Safety Management System of Adventure Specialties Trust. To ensure safe practice is implemented at all time and encourage a safety culture.
 | * Works within the Adventure Specialties Trust Safety Management System and demonstrates safe practice at all times.
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| **Service Delivery – Facilitation*** To facilitate each programme in a way that meets the aims and objectives of the client; promotes the values of Adventure Specialities Trust and facilitates holistic development in the outcome areas through discussions and debriefs.
 | * A wide range of facilitation skills are demonstrated appropriate to each programme. Promotes growth in AST outcome areas.
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| **Service Delivery – Planning and Organisation*** Organise and implement the Trust’s programmes including:
* transporting clients
* menus and cooking
* facility management
* activity delivery
* communicating with clients / coordinator
* Environmental Care
 | * Programmes are planned and delivered to a good standard.
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| **Service Delivery – Bi-Cultural Competence*** Demonstrates competence in a bi-cultural framework. Actively promotes the principles of The Treaty of Waitangi: participation, protection and partnership within programme design and delivery. Actively includes other cultures, being respectful of cultural differences, and making an effort to understand different cultural values.
 | * Tries to develop and include bi-cultural practice.
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| **Office Based Work*** To work effectively and efficiently in office based activities including: gear shed cleaning and maintenance; programme planning; report writing, financial records, documentation.
* Takes on extra projects and applies their own style in contributing to the development of the Trust.
 | * Demonstrates initiative in office based work. Completes tasks and responsibilities within allocated time frames.
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| **Collegiality*** To work in a team, liaise effectively with co-workers to present a professional example to others. Attend meetings and contribute ideas and work as part of the team.
 | * Contributes positively to the team and role models professional staff interaction
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| **Professional Development*** To maintain professional logbooks and ongoing qualification revalidation.
* To undertake ongoing professional development and participate in specific training programmes in order to enhance skills and ability as an outdoor instructor.
* To participate in Outdoor Education Conferences and Associations, and endeavour to be up-to-date with outdoor education trends.
 | * Takes responsibility for their own professional competency and development (including booking PD, maintaining logbooks and qualifications). Makes full use of the Professional Development plan and package available to them.
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| **Personal Character*** To be aligned with Adventure Specialties values and ethics as outlined in Adventure Specialties Trust vision statement.
 | * Actions and attitudes reflect Adventure Specialties Trust special character in line with our vision and values.
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| **KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES** |
| **Qualifications** | * Degree, diploma or certificate in Outdoor/Instruction studies or equivalent experience.
* Pursuit specific instructional qualifications (eg NZOIA).
* First Aid Certificate.
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| **Skills and Knowledge** | * Outdoor education pedagogy.
* Instructional techniques.
* Facilitation techniques.
* New Zealand geography, flora and fauna.
* Risk management.
* New Zealand’s cultural diversity.
* Industry bodies and organisations.
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| **Employment Prerequisites** | * An up to date declaration of Criminal Conviction and Major Traffic Offences.
* New Zealand Police vet.
* A current, full Class 1 drivers licence and a Passenger Service Endorsement (or ability to obtain one).
* A current First-Aid certificate.
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**This is to confirm that I have read, and fully understood the requirements of this job description and its essential functions and duties of this position.**

Signed by: .............................................................. Date:..........................