

**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 |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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 |
| **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. |
| **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. |
| **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. |
| **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. |

**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:..........................