

Scouts Australia NSW



Position Description

Activities Instructor – Baden-Powell Scout Centre

Approved by: BPSC Management

Date of approval: February, 2017

This Position Description may be reviewed and amended from time to time, in accordance with the evolving needs of Scouts Australia NSW.

Classification: Casual

Position reports to: Activities Co-ordinator and Centre Manager - Baden Powell Scout Centre and the Business Manager - Activity Centres

Key Relationships:

- BPSC Staff, Scouting Community, Community groups, Guest groups
- Other Activity Centre Managers and Activity Co-ordinators

Organisational Environment

Scouts Australia NSW is a “not-for-profit, not-for-loss, for people” volunteer organisation run by and for volunteers, and assisted by a small employed (paid) staff. Some 20 000 people, youth and adults, are involved in delivering and experiencing the Scout Youth Program, making Scouts one of the largest youth organisations in Australia outside the formal education system.

Scouting’s mission is to contribute to the education of young people through a value system to help build a better world where people are self-fulfilled and play a constructive role in society.

The employed staff of Scouts Australia NSW exists to provide excellent customer service and professional expertise to the volunteer membership and leadership. We are based at our State Office (at Sydney Olympic Park) and a series of Region Offices, Activity Centres and Campsites across NSW.

Purpose and Scope of Role

A small team of casual outdoor recreation officers will be employed to run the on and off site programs of the activity centres.

The position will involve the delivery of activities including; orienteering, low ropes course, high ropes course, nature walks, abseiling, rockclimbing, bush survival, initiatives, team building, flying fox, crate stacking, Leap of Faith and pioneering.

At times and particularly for student groups the casual activity staff will organise games and activities such as soccer, camp games, camp fire activities etc. There is a diverse range of client types booked to use the facility and as such there is a need for flexibility and capacity to tailor programs and delivery styles to match.

The Activities Coordinator is a hands-on role which is primarily responsible to effectively facilitate programmes of the Baden-Powell Scout Centre and other Activity Centres if required.

Position Context

The Casual Activity Instructors are responsible to provide a series of programs which offer safe, supervised and well organised games and outdoor recreation activities. There will be an overriding emphasis on fun and a commitment to facilitating learning outcomes

Key Duties and Responsibilities

- Outgoing, friendly and committed to customer satisfaction
- Provide a safe learning and recreational environment that is proactive in identifying and reducing the potential of risks
- Protect, maintain and account for the equipment and property of the Centre
- Ensure the preservation and protection of the environment in which an activity is conducted
- Ensure learning is facilitated by conducted activities in an organised, orderly, fun and informative manner
- Liaise with the Assistant Manager regarding scheduled activities and bookings
- Liaise with other staff to ensure a smooth transition into other organised activities
- Attend scheduled operational meetings when requested
- Complete necessary documentation and reports relating to the group's activities, equipment and first aid
- Meet and greet the group on arrival or at the scheduled time
- Discuss learning outcomes with the Assistant Manager
- Brief and familiarise the group with the rules, the risks and the procedures
- Debrief the group and consolidate learning outcomes
- Facilitate effective provision of high quality focused programmes to meet the needs of Scouts Australia NSW and the external community
- Follow SOP's for all activities conducted at the Centre.
- Advise groups of Centre rules and regulations i.e. WHS, Centre procedures and regulations of site
- Ensure the resources required for the group are in place
- Show the groups how to perform the safe use of activities
- Give first aid when and if required

- Complete necessary documentation and reports relating to the group's activities
- Provide feedback and input into the design and refinement of the ongoing outdoor recreation programs
- Set up, pack up and supervise the activities
- Facilitate the transportation of equipment and participants around the site
- Other duties as requested by the Assistant Manager or Centre Manager

Other Duties and Responsibilities

Other reasonable duties may be required from time to time, pertaining to this role or more generally to the work of the Employed Staff team.

Required Education and Training

- Higher School Certificate or equivalent.
- Current First Aid Certificate.
- Appropriate qualifications in Outdoor Recreation (Minimum Certificate III)

Selection Criteria

Essential

- Outgoing, friendly and committed to customer satisfaction.
- A genuine interest in the Outdoor Recreation and working with young people
- Able to command respect and inspire confidence.
- Accredited or willing to be trained to provide safe, well organised and fun outdoor activities and games
- Strong customer service ethic;
- Demonstrated initiative, tact and maturity;
- Ability to work unsupervised
- Well developed people and communication skills
 - guiding, instructing, coaching, training, leading and building client relationships
- Ability to work flexible hours
- Organisational skills – Time management, scheduling, record keeping
- Camping – fire and tree safety, damper making, shelter making, commitment to camping with low environment impact
- Playing – non competitive and competitive games, role plays, get to know exercises etc.
- Ability to gain co-operation and build relationships from Participants, Carers, Teachers, Leaders and Co-Workers

Desirable

- Proven experience in a similar roles in the outdoor recreation industry
- Risk management - safety, first aid
- Experience in the evaluation of services
- Scouting leadership experience

Necessary Personal Qualities and Behaviours

Behaviours and attitudes which meet the criteria set out in the Scouts Employed Staff Culture Model.

Available Resources

- Mentoring and supervisory input from the Activity Co-ordinator and Centre Managers
- Assistance from Human Resources with regards to support and guidance, as determined to be necessary by the Business Manager, Activity Centres.

I understand the above job requirements and the accompanying Culture Model guidelines, and that my fulfillment of these will form the primary basis of my performance reviews.

Signatures

NAME OF INCUMBENT:

SIGNATURE OF INCUMBENT: _____ DATE: _____

NAME OF MANAGER:

SIGNATURE OF MANAGER: _____ DATE: _____