



Pymble Ladies' College

POSITION DESCRIPTION

Title: Outdoor Education Program Coordinator

Reports to: Head of Outdoor Education

The *Pymble* Outdoor Education Continuum is a life-changing journey throughout years K-12 that empowers girls to be courageous and to approach new challenges with optimism and excitement. The key focus areas of the Continuum include personal growth, connection to peers, life skills, leadership, rites of passage and environmental stewardship.

POSITION SUMMARY

The Pymble Ladies' College Outdoor Education Program encompasses a range of activities, programs and events with a fundamental focus on personal development, connections with peers, staff and the environment and building resilience, problem solving methodology and collaboration skills. Outdoor Education staff will work across planning and preparation of programs and facilitating those programs in a range of locations. Programs are delivered for students at the Pymble Campus, the Vision Valley Campus in Arcadia, and at other locations in NSW, interstate and overseas.

The Outdoor Education Program Coordinator will take responsibility for the planning and in-field coordination programs included in the *Pymble* Outdoor Education Continuum.

In years K-2 the Outdoor Education Program primarily consists of Nature Play sessions, encouraging girls to get outside and start to become comfortable in nature. In Year 2, girls embark on their first trip to the Vision Valley campus.

During years 3,5 and 7 girls complete multiday experiences whilst based at Vision Valley. These experiences are intended to continue growing the comfort and competence in the outdoors while providing a range of fun and challenging activities.

During Years 4,6 & 8 girls travel to various locations around NSW whilst continuing their progression through the continuum.

Year 9 Outdoor Education is heavily tied to the College's emerging Residential Program, based at Vision Valley. The coordinator will oversee three expeditions as a part of this program, including 'The Great Return' where students travel from Vision Valley back to the Pymble campus as the final element of the residential program.

Year 10 Outdoor Education consists of an extended expedition, where students have the choice of a coastal, mountain or river program.

Year 11 and 12 Outdoor Education consists of the nascent 'Adventure Extensions' program, which is intended to offer optional and highly specialised opportunities to girls who have qualified to attend. These opportunities will tend to be marquee trips to key destinations domestically and abroad.

The coordinator will also be called upon at times to support other outdoor education programs and events in a group leader or activity specialist capacity.

This position reports to the Head of Outdoor Education. The role is based at the Pymble main campus predominantly, though it has a significant field work component. Pymble Ladies' College Outdoor Educators work across seven days of the week as required and have a set number of weekend events to facilitate during the year.

Pymble Ladies' College offers a competitive remuneration and leave package.

ROLE RESPONSIBILITIES

1. Support the delivery of the *Pymble* Outdoor Education Program

- 1.1. Support and implement the College strategic plan so as to ensure the intents are brought to life through the College's Outdoor Education programs.
- 1.2. Keep abreast of current best practice in the Outdoor Education industry and assist the Head of Outdoor Education to implement changes as required.
- 1.3. Develop exceptional Outdoor Education programs across the College at the Pymble Campus, the Vision Valley Campus, and other locations in NSW, interstate and overseas.
- 1.4. Professionally lead and instruct activities within the *Pymble* Outdoor Education program.
- 1.5. Lead weekend and school holiday programs such as Duke of Edinburgh's Award adventurous journeys and selected adventure programs.
- 1.6. Assist in the provision of program briefings and debriefings regarding Outdoor Education programs for parents/carers, staff and students.
- 1.7. Assist in educating parents/carers and members of the College community regarding Outdoor Education.
- 1.8. Ensure that Australian Adventure Activity Standards and requirements are adhered to on all programs.
- 1.9. Assist with the coordination, selection and distribution of appropriate catering for all activities.
- 1.10. Carry out overnight, morning and evening supervisory duties as required.

2. Administration and Communication

- 2.1. Demonstrate excellent organisation and communication skills at all times.
- 2.2. Conduct all communications in a professional and respectful manner.
- 2.3. Contribute towards the development of effective communication through developing positive and professional relationships with all stakeholders.
- 2.4. For Pymble programs, report all student wellbeing matters to the Principal and/or relevant Head of sub-school in a timely manner.

3. Risk and compliance

- 3.1. Report directly to the Principal on any matters relating to child protection.
- 3.2. Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and emergency response practices.
- 3.3. Assist in maintaining detailed risk management plans, standard operating procedures and safe work statements for all areas of Outdoor Education programming.
- 3.4. Report any illness, injury, hazard, near miss or accidents and losses as soon as they are detected to the Head of Outdoor Education and ensure the appropriate paperwork has been completed in its entirety.

4. Professional Learning

- 4.1. Continuously align your skills, qualifications and professional development to ensure that you are meeting the obligations of your role.

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of Pymble Ladies' College.

Proven experience in Outdoor Education including knowledge of best practice.
- Proven experience in planning and coordinating Outdoor Education expeditions in a school setting.
- Demonstrated instructional experience/qualifications in areas such as canoeing, kayaking, bushwalking, rock climbing, mountain biking, high ropes and low ropes.
- Be physically fit and healthy and promote a healthy lifestyle to students.
- A working understanding of Risk Management and Work, Health and Safety in an outdoor environment.

- The ability to identify, support and lead improvement of an evolving program.
- Well-developed communication, time management and organisational skills.
- Effective relationship management skills with external service providers, parents, local residents and other stakeholders.
- Understand the importance of student health and wellbeing, balance in workloads and provide appropriate support where necessary.

REQUIRED QUALIFICATIONS

- Certificate IV in Outdoor Recreation Qualification, or an equivalent or higher certificate/degree.
- Wilderness or Remote First Aid Certificate, or willingness to obtain this licence.
- Bronze Medallion Pool Safety or above
- NSW Working with Children Check

DESIRABLE QUALIFICATIONS

- Tertiary Qualification in Education or Outdoor Education
- Leaders Wilderness Advanced First Aid or above
- Experience leading remote area expeditions
- Activity specific qualifications in canoeing, rock climbing, mountain biking or high ropes