

Pymble Ladies' College

POSITION DESCRIPTION

Title: Outdoor Educator
Reports to: Head of Outdoor Education

Position Purpose and Objectives

Pymble Ladies' College Outdoor Educators are integral to the delivery of exceptional Outdoor Education and Experiential Learning programs across the College from Kindergarten to Year 12, and also for facilitating safe and enjoyable programs for commercial clients at the College's Vision Valley campus in Arcadia.

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 Educators will work across planning and preparation of programs and facilitating those programs in the field. Programs are delivered for students at the Pymble Campus, the Vision Valley Campus, and at other locations in NSW, interstate and overseas.

Vision Valley offers commercial clients a range of programs across outdoor education, curriculum studies and retreats. Pymble Ladies' College Outdoor Educators are utilised on these programs as leaders, facilitators, activity specialists and liaisons.

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.

Core Job Role Accountabilities

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 and Experiential Learning 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. Assist in the development of exceptional Outdoor Education and Experiential Learning programs across the College from Kindergarten to Year 12 at the Pymble Campus, the Vision Valley Campus, and other locations in NSW, interstate and overseas.

- 1.3. Professionally lead and instruct activities within the *Pymble* Outdoor Education and Experiential Learning program.
- 1.4. Lead weekend and school holiday programs such as Duke of Edinburgh's Award adventurous journeys and selected adventure programs.
- 1.5. Assist in the provision of program briefings and debriefings regarding Outdoor Education and Experiential Learning programs for parents/carers, staff and students.
- 1.6. Assist in educating parents/carers and members of the College community regarding Outdoor Education and Experiential Learning.
- 1.7. Ensure that Australian Adventure Activity Standards and requirements are adhered to on all programs.
- 1.8. Assist with the coordination, selection and distribution of appropriate catering for all activities.
- 1.9. 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 and Experiential Learning 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.

Core skills, knowledge and experience

- Willingness to support the ethos and values of Pymble Ladies' College.
- Proven experience in Outdoor Education and Experiential Learning including knowledge of best practice.
- 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

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.