

# YMCA POSITION DESCRIPTION -OUTDOOR EDUCATION INSTRUCTOR

Position Title	Outdoor Education Instructor		
Group	Outdoor Education and Recreation		
Modern Award:	Fitness Industry Award 2010		
Classification Level:	Level 3A		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to:	Program Coordinator (Warrawee), Camp Manager (Leslie Dam), or appointed delegate		
Supervises:	N/A		

## Industry Sector

The YMCA believes that camping is a journey, fostering a culture of respect for self, respect for others and respect for the environment. Camping is all about challenge, experience, independence, making memories and lifelong friends. The YMCA of Brisbane currently manages three camp sites throughout South-East Queensland. Our programs and activities are aligned with the YMCA mission, to provide opportunities for all people to grow in body, mind and spirit.

## Position Summary

The Outdoor Education Instructor is a critical role with responsibility for delivering high quality camp programs, coordinating site logistics, inspecting and maintaining activity equipment and infrastructure. This position will assist in delivery of excellent customer service to clients to achieve YMCA camping outcomes and exhibit appropriate role model behaviours.

Key Performance Indicators:

- Deliver high quality recreation programs;
- High level of customer satisfaction;
- Ownership of work performed;
- Effective team member;
- Ensure safety of participants by following YMCA policies, practices and procedures;
- All liaison carried out in a professional manner;
- Promote and support the shared values of the YMCA of Brisbane

## Duties and Responsibilities

### 1. QUALITY CAMP PROGRAM DELIVERY

- 1.1 Assist in the planning, implementation, assessment and review of a high quality and diverse camp programs for clients as directed;
- 1.2 Ensure all work instructions, operating procedures and guidelines are followed;
- 1.3 Assist in the preparation and set-up/pack-down of equipment for use as directed;
- 1.4 Ensure the safety of clients through appropriate supervision and execution of duty of care;
- 1.5 Ensure correct recording of behavioural problems and all accidents and incidents;
- 1.6 Monitor program quality and report unacceptable performance or issues;
- 1.7 Conduct a thorough debrief session after each activity aligned to client group's desired outcomes;
- 1.8 Maintain currency of all qualifications necessary to fulfil the requirements of the position;

1.9 Assist with program development in accordance with business plan objectives and/or client requirements.

## **2. EQUIPMENT AND INFRASTRUCTURE MAINTENANCE**

2.1 Maintain all program equipment in good working order and ensure safe storage;

2.2 Visually inspect all activity infrastructure and equipment prior to use and report any defects immediately;

2.3 Assist with grounds care, minor repairs and maintenance.

## **3. TRAINING AND ASSESSMENT**

3.1 Actively participate in professional development opportunities including scheduled staff training sessions and meetings;

3.2 Participate in scheduled peer-to-peer staff assessments to ensure compliance to all work instructions, operating procedures and guidelines;

3.3 Assist with the review and development of work instructions, risk assessments, operating procedures and policies relevant to the role;

3.4 Assist in the orientation and training of other staff through information sharing, networking, work shadowing and training as required;

3.5 Contribute to ongoing learning through reflective practice;

3.6 Complete all compulsory YMCA training modules by designated deadline.

## **4. POSITIVE RELATIONSHIPS WITH CLIENTS STAFF AND COMMUNITIES**

4.1 Assist with the development and maintenance of respectful and equitable relationships with clients;

4.2 Engage in warm, responsive, positive interactions with the clients, supporting their learning and development;

4.3 Support inclusive practices to include clients with additional needs alongside their peers;

4.4 Work with each individual client with consideration of his/her cultural background and respect their beliefs;

4.5 Conduct client inductions and program staff briefings as required;

4.6 Provide leadership to other staff and visitors in the event of an emergency;

4.7 Assist client groups in preparation for meals;

4.8 Work cooperatively and respectfully with other Outdoor Education Instructors and the Program Coordinator and support each other in the workplace.

## **Safeguarding Children**

### **1. SAFEGUARDING CHILDREN REQUIREMENTS**

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

#### Child-Facing Roles

1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;

1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;

1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;

1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;

1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;

1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;

1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;

1.8 Participate in safeguarding children and young people training as directed;

#### Non-Child-Facing Roles

1.9 Participate in safeguarding children and young people training as directed

1.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;



- 1.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

## General

### 2. GENERAL REQUIREMENTS

- 2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 2.2 Comply with all Policies and procedures
- 2.3 Maintain confidentiality of all YMCA information, records and files;
- 2.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 2.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 2.6 Any other duties as determined by the Chief Executive Officer as required.

## Health and Safety

### 3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 3.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 3.6 Properly use equipment, including any relevant safety equipment or devices;
- 3.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 3.10 Make suggestions for improvements to health and safety practices within the workplace;
- 3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

## Key Physical Requirements

- 1. Walking / standing – Constant
  - 2. Sitting – Frequent
  - 3. Squatting/ bending/kneeling – Frequent
  - 4. Working outdoors – Constant
  - 5. Working at heights – Frequent
  - 6. Fine motor skills (keying, typing) – Occasional
  - 7. Gross motor skills (e.g. setting up, packing up) – Frequent
  - 8. Lifting/carrying up to 20kg – Occasional
- (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## Position Requirements / Selection Criteria

### Essential:

- 1. Tertiary qualifications in Outdoor Education or Outdoor Recreation (Certificate IV Outdoor Education or equivalent);
- 2. Sound knowledge of computer systems including an ability to use the Microsoft Office suite of programs;
- 3. Demonstrated ability to communicate effectively at all levels;



4. Demonstrated ability to work effectively with minimum direction and as part of a team;
5. Demonstrated ability to apply sound reasoning and judgement; exercise tact; and maintain discretion;
6. Minimum Class C drivers licence or equivalent;
7. Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management, or willingness to obtain;
8. Currently possess, or be willing to obtain, a Police Check Certificate and positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
9. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

**Desirable:**

1. Royal Life Bronze Medallion and Pool Life Guard Qualifications or equivalent;
2. Demonstrated Experience in the Outdoor Education and Recreation sector with demonstrated proficiency in risk management, program development, group facilitation and logistics planning.

**Approval**

Date Position Description Revised:	July 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

