

## **JOB DESCRIPTION**

### **Outdoor Education Assistant**

<b>POSITION</b>	Outdoor Education Assistant
<b>TENURE</b>	Permanent (starting 31 January 2022)
<b>RESPONSIBLE TO</b>	TIC Outdoor Education
<b>FUNCTIONAL RELATIONSHIPS</b>	Outdoor Education Teachers
<b>HOURS OF WORK</b>	18 hours per week, term time only (plus overnight expeditions for Senior, and Year 10 Camps)
<b>GRADE</b>	Grade BC (Support Staff in Schools Collective Agreement)

#### **PURPOSE**

To support the Outdoor Ed department in the areas of equipment organisation and maintenance, alongside assisting to instruct on various practical sessions of OED classes. The instruction will mainly be the Year 11 and Year 12 OED programmes (including overnight expeditions) and Year 10 Camps. To take a lead role in the organization of Year 10 Camps and the Year 9 Outdoor Education Days.

#### **KEY RESPONSIBILITIES**

##### **Resource Management**

- Managing the storage, maintenance, replacement, issue and inventory for all specialised and specific outdoor education equipment, eg bikes, bike trailer and boat.
- Carrying out maintenance of bikes and other equipment as needed.
- Managing the preparedness and restocking of first aid kits and ensuring these are appropriate and accessible for each EOTC/OED events.
- Preparing equipment ready for each weekly OED practical session.
- Preparing equipment for Year 10 camps.
- Cleaning, drying and repairing equipment following practical sessions.
- Ensuring any hazardous substances are correctly stored and labelled.
- Assisting to develop and maintain procedures for the disposal of waste, and the protection of water, flora, and fauna during an EOTC event. These procedures are to be consistent with the New Zealand Water Care Code and Environmental Care Code, Leave no Trace Principals.

### **Instruction**

- Assisting the classroom outdoor education teacher in instruction and delivering practical lessons on and off site.
- Staying up-to-date with industry developments and undertaking professional development when possible.
- Be familiar with, and work with within the OED Standard Operating Procedures.
- Maintain an appropriate current first aid qualification (eg Outdoor First aid, PHEC).
- Attend appropriate courses to achieve/maintain current skills appropriate to the outdoor activities they are involved in.
- Share knowledge of all accidents, near misses, incidents and hazards with the TIC of Outdoor Education.
- Record all accidents and incidents regarding people, property or processes in accordance with EOTC guidelines.
- Assist in carrying out Hazard and Risk Assessment of all sites used for OED instruction and experience.
- Assist in preparing for and delivering Year 10 Camps and Year 9 OED days as appropriate (eg participate in all Year 10 Camps).

### **Other**

- Take a strong lead in the planning and preparation for Year 9 OED and Year 10 Camps.

## **PERSON SPECIFICATION**

### **Personal Qualities:**

- Open minded and willing to consider new ideas
- Creative and enthusiastic towards Outdoor Education
- Organised and reliable
- Willing to learn and able to self-manage
- Motivated and inspired to assist students have the best learning experience in the outdoors as possible

### **Qualifications:**

- NZOIA Level 1 award minimum preferred but equivalence and/or experience considered (Rock or Bush would be an advantage)

### **Knowledge and Understanding:**

- Leave No Trace Principals and current NZ environmental issues
- Bike Maintenance
- Current best practice for OED Equipment maintenance, storage and managing
- Safe instruction of students in the Outdoors

### **Skills and Experience:**

- Relate effectively to young people
- Experience maintaining personal or other OED equipment
- Experience assistant instructing in 1 -2 Outdoor Disciplines (eg Bush, Rock, Mountain Bike)
- Able to motivate and inspire young people in environmental care and outdoor activities