

**Job Description: Senior Outdoor Instructor**

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| **Position Title** | **Senior Outdoor Instructor** |
| **Entity** | Adventure Specialties Trust |
| **Reports to (Title)** | Safety and Training Manager  |
| **Direct Reports** | N/A |
| **Key Relationships** | * Operations Managers Auckland
* Safety and Training Manager
* Instructors
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| **Work Location** | Auckland  |

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| **MAIN PURPOSE OF POSITION** |
| To assist Auckland Operations with programme oversight, instructor support, deployment and delivery. It involves administration and logistics, as well as the facilitation/delivery of day programmes and multi-day expeditions that support our wellbeing themes, including the therapeutic and holistic development of clients. |

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| **ADVENTURE SPECIALTIES TRUST VISION, MISSION and VALUES**  |
| **Our Vision**Lives inspired by Adventure.**Our Mission**To respond to community needs by providing purposeful adventure, which facilitates therapeutic outcomes and positive growth.**Our Values**To respond to community needs by providing purposeful adventure to facilitate therapeutic outcomes and positive growth.**Our Values**We are guided by our Christian faith which places the love of God at the centre of all we do. This is expressed by the following:     **We are Hopeful - *Change is possible for everyone***. We are optimistic, confident and use a holistic, strength-based approach that supports Hauora “the winds of wellness.”  **We are Stronger Together - *We practice mahi tahi****.* We encourage each other and our participants, grow community partnerships and collaborate to achieve shared goals. **We are Adventurous - *Outdoor adventure will transform lives***. We use healthy adventure and a connection with Te Taiao, “the natural world”, to nurture growth and learning.   **We are Inclusive - *Everyone is welcome.***We honour Te Tiriti o Waitangi. We practice respect, equity and manākitanga.  **We are Safe - *We embrace physical, emotional, social, and cultural safety.***We continually invest in our team and resources to ensure all that we do is of high quality.    |

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| **RESPONSIBILITIES**  |  **KPIs** |
| **Operational Support*** Assist and support the Operations Manager in ensuring operations are smooth and efficient. Assisting in administration tasks as directed by the Operations Manager.
* Support the planning, preparation and conclusion of programmes.
* Take lead in selected clients management as directed by the Operations Manager.
* Have oversite of selected programmes as directed by the Operations Manager.

**Programme Delivery*** Role model excellence in programme delivery and instructional practices.
* To deliver our wellbeing programmes including delivery of our Adventure Therapy activities.
* Liaise with client groups and agencies as requested by the Operations Manager.
* To instruct on multiday and overnight programmes.
* Demonstrate and role model competence in a multi-cultural setting

**Instructor Support*** Support staff deployment, observations, and development.

**Special Projects*** Additional projects that contribute to the growth, development and excellence of Adventure Specialties Trust may be assigned.

**Personal Expectations*** To be aligned with Adventure Specialties values and ethics as outlined in Adventure Specialties Trust values statement.
 | * Ensure administration and operational tasks are completed correctly and on agreed time.
* Support to ensure all necessary logistics, equipment and documentation are in place including outcome reporting.
* Maintain strong relationships with assigned clients by responding promptly and ensuring their programme needs are met.
* Provide effective oversight of selected programmes ensuring they run smoothly and meet quality and safety expectations.
* Consistently demonstrate high-quality instructional practices and receive positive feedback from participants and peers.
* Deliver assigned wellbeing and Adventure Therapy activities in line with programme objectives.
* Respond to client and agency communications in a timely and professional manner, ensuring clear and effective coordination.
* Lead or instruct on scheduled multi-day and overnight programmes, maintaining high standards of safety and engagement.
* Show and a commitment Te Tiriti o Waitangi and biculturalism
* Deploy instructors to ensure programme and organisational needs are met.
* Conduct or contribute to instructor observations, development and training providing constructive feedback and support.
* Actively contribute to assigned special projects, ensuring they are completed to a high standard within set time frames.
* Demonstrate commitment to Adventure Specialties Trust’s values through actions and decision-making.
* Engage in ongoing professional development activities to enhance skills and effectiveness.
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| **KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES** |
| **Qualifications** | * Degree or diploma in outdoor/instruction studies or equivalent experience.
* Pursuit specific instructional qualifications (e.g. NZOIA).
* A current first aid certificate.
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| **Skills and Knowledge (Preferable)** | * Knowledge of the outdoor industry and professional outdoor organisations and associations.
* Industry qualifications and qualification pathways.
* Time management skills and time management tools.
* Client communication skills.
* Computer skills.
* Outdoor education pedagogy.
* Instructional techniques.
* Facilitation techniques.
* New Zealand geography, flora, and fauna.
* Risk management.
* New Zealand’s cultural diversity.
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| **Employment Prerequisites** | * An up-to-date declaration of criminal convictions and major traffic offences.
* New Zealand police vetting.
* A current, full Class 1 drivers’ licence for at least 2 years.
* Ability to drive a manual vehicle.
* Excellent communication and written skills.
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**This is to confirm that I have read and fully understood the requirements of this job description and its essential functions and duties of this position.**

Signed by: .............................................................. Date: ..........................