

**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 |
| **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. |
| **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. |
| **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. |

**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: ..........................