



## The Hillary Outdoors Education Centre Tongariro

### Outdoor Instructor Internship



View from the deck of the Youth Development Centre (YDC)

### General information

In 2021 we are accepting an intake on 2 February for our internships at Hillary Outdoors. There are 4 positions which are set up to enable aspirant outdoor instructors to gain the experience they need to work in the outdoors.

Ideally this internship is aimed at people who have done a Tertiary course in outdoor education or have the equivalent skill level, but need some high quality industry experience to help get them onto the career ladder.

The Hillary Outdoors Education Centre Tongariro is New Zealand's leading provider of outdoor education. It sets high standards and has an excellent reputation. We are nestled in the bush on the outskirts of Tongariro National Park with easy access to rivers, Lake Taupo, and an amazing alpine environment.

We are a 'not for profit' outdoor education centre run by a charitable trust and we are dedicated to providing young people and adults with opportunities for personal growth through supportive exposure to fun and challenging activities in the outdoors, while giving them a better understanding of the environment.

We have a team of dedicated staff including some of the top outdoor professionals in the industry, who provide a huge variety of residential programmes to secondary school age students, corporate groups, people wanting to learn outdoor skills, as well as our own two year Tertiary programme.

We are looking for interns who will have the opportunity to gain work experience over a five month period commencing in February 2021. At the end of the five month period there may be an opportunity to extend the internship for a further period of time by mutual agreement.

## Our Purpose

Youth learning through adventure.

## What does an Intern at Hillary Outdoors do?

An internship at Hillary Outdoors is **not a paid position** but should give the right applicant the opportunity to gain the work experience they need to be able to secure a position in the Outdoor Industry on completion. Depending on the experience that the intern comes with, there is a possibility that they would be considered for a position at Hillary Outdoors at the end of the internship if a position became available, however there is definitely no guarantee of this.

As an intern you will have the opportunity to be an integral part of a large outdoor education centre and the opportunity to work alongside a huge variety of outdoor professionals; we have literally 100s of years' experience between us that you can tap in to. You will be able to see how we operate, and mix with professional outdoor education instructors who take our groups out on adventures in the Central North Island.

The position will involve a short induction period where you get to see all departments in the Centre and how they operate. After induction you will get into the routine of spending alternate weeks working alongside an instructor for one week and then the second week working in a support role around the Centre. There will be no pressure to take any kind of lead role, however for interns that feel able and have developed the skills, there will be the opportunity to lead individual activity sessions with our instructor observing, assisting and offering valuable feedback. An instructor's role at Hillary Outdoors is physically demanding with long hours. The intern will be able to experience working alongside the instructors for a whole course. This will include an overnight camp each week and helping the instructor with their evening presentation one night a week if required.

There are also plenty of opportunities to recreate and we do try to create opportunities for you to balance your work experience with as much play as possible as this is where we believe you really gain the personal experiences you need to make you a top class instructor in the future. It is imperative to be proactive in order to experience the fertile environment that our staff and facilities provide. It will be up to you to develop friendships and opportunities with the staff but do keep in mind that staff work long hours during the week and sometimes we may need some personal time off during nights and weekends.

The Centre has a huge variety of facilities and some equipment will be available for you to use. This may allow you to experience activities such as climbing and kayaking, or to further develop existing skills in these areas. On site there are also a variety of recreational facilities such as a Community Centre, a swimming pool and a climbing wall. Living next to Tongariro National Park means you also have access to

some of the best outdoor recreational areas in NZ and staff here will be able to supply you with valuable information on these sites.

The Centre runs some public skills courses (mainly at weekends) such as avalanche awareness, winter skills, river safety etc.; as an intern you will have the opportunity to apply to fill any spare places on these courses. We also run two or three full staff training weeks throughout the year when our whole instructional team get together to share knowledge and ideas; as an intern you would be included in these training weeks when they coincide with your placement, giving you the opportunity to learn from some of the most qualified instructors in the country.

Lastly, you will be living in and be part of a dynamic community of people with a wide variety of recreational and social interests. Food and accommodation in the staff village will be provided to you seven days a week and you will have access to all the equipment you will require to fulfil the role.

## The Interns deal

- You will be given the opportunity to complete a five month internship to gain work experience, which may be extended by mutual agreement. There is no guarantee of a permanent position at the end of the internship.
- Your time will be split between co-instructing with Hillary Outdoor instructors and working in a support role around the Centre. There will also be opportunities for some personal development by taking part in staff training and also some public skills courses.
- You will be given the opportunity to gain work experience on 10 days out of a fourteen day cycle. This will include some evenings and overnight stays.
- You will be provided all food during periods when the Centre is open. During the days and weekends when the Centre is closed, food will be provided for you to cook at your accommodation.
- You will be provided with accommodation in the staff village which is within the boundaries of the Centre grounds but well away from the client accommodation. Heating, electricity, internet access and telephone line are provided. You will be expected to pay for any toll calls.
- You will be provided with all personal protective clothing and equipment needed to perform the role and according to health and safety regulations. You will need to provide your own warm clothing, thermals etc.
- You will have opportunities to borrow certain items of activity gear to use in your free time subject to its availability and your proven competency to use it safely.
- You will be invited to staff dinners, have access to the staff Community Centre, swimming pool and climbing wall and be able to use Centre equipment during your free time as above.
- You will be part of a passionate and vibrant community of people who work hard and play hard in the outdoors.
- You may have the opportunity to work towards national qualifications, both NZOIA and Skills Active.

## What skills/ attributes do you need to be considered?

The key quality we need our interns to have is a passion for the outdoors and an eagerness to both contribute and to learn. It is vital that they must be self-motivated, responsible and have bundles of energy. You will need a full clean NZ-recognised driving license. You must be at least 21 years old.

A Tertiary qualification in outdoor education or an equivalent amount of skills and experience is necessary.

Interns will be expected to operate within our rules, policies, guidelines and operating procedures as appropriately inducted, including currently accepted centre environmental practice and those areas of health and safety practice as applicable to their tasks. They need to fit in as a responsible member of our community and be prepared to actively participate in community duties and care for our buildings, facilities and equipment.

We are a people-focused business and our interns will need to demonstrate a positive and professional manner at all times when dealing with our clients. It is important for people living at the Centre to have good communication and interpersonal skills while maintaining a positive attitude at all times.

We have a strict Drug and Alcohol Policy with zero tolerance in the workplace. You will be required to pass a pre-placement test and may also be subject to random testing during your placement.

## To apply for an intern placement you must:

- Complete a Hillary Outdoors Intern Application Form <https://forms.gle/NuSCrjPbYCsM2xKd6> and upload your CV.
- Include in your application reasons why you want to be considered for an internship and why you would be a good person for the position.
- Complete a Hillary Outdoors Health/Consent Form
- Complete a New Zealand Police Criminal Convictions check (NZ citizens or residents only)
- Obtain travel insurance and provide evidence of this (if you are not an NZ citizen or resident)
- Produce evidence of a suitable work visa for volunteer work (if you are not an NZ citizen or resident)
- Provide suitable character referees

If you would like further information about the Centre and the courses we offer please visit our website at [www.hillaryoutdoors.co.nz](http://www.hillaryoutdoors.co.nz)

If you would like an application form please contact our Administrator at [tuib@hillaryoutdoors.co.nz](mailto:tuib@hillaryoutdoors.co.nz)

If you would like further information about the role please contact Luke Middleton at [lukem@hillaryoutdoors.co.nz](mailto:lukem@hillaryoutdoors.co.nz) or you can ring during office hours on 07 386 5511.

## What to do next:

**Get a copy of your CV to upload, and [Apply](#) to come and spend five months with us.**