



Job Description: Lead Outdoor Instructor

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| Location: | Hillary Outdoors Education Centre Coromandel |
| Job Purpose: | To deliver outdoor and adventure programming to Hillary Outdoors clients. |
| Relationships: | Designated Manager: Centre Manager Direct reports: None Key Teams: Coromandel Instructional Team Key Relationships: Centre Manager, Programme Manager, Duty Managers. |
| Terms: | Full-time role |
| Position Overview: | A Lead Outdoor Instructor is a role model in the delivery of our core product (secondary school programmes) and is able to deliver high quality courses in a wide range activities and venues independently. They will be involved in the delivery of some specialist and tertiary courses. During the delivery of regular programming they will require no direct supervision or support and will be actively involved in supporting and assisting Outdoor Instructors. |
| Key Responsibilities: | All responsibilities should be carried out following the policies and procedures in the Hillary Outdoors Quality Management System (QMS) . |

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| Delivery | <ul style="list-style-type: none">• Instruct groups as programmed and within personal competencies.• Deliver evening presentations / activities as programmed.• Facilitate all elements of the programme including group duties.• Welcome groups and take the role of 'Instructor in Charge' as programmed.• Be a support instructor when programmed.<ol style="list-style-type: none">1. Provide development, innovation and creativity in the delivery of Hillary Outdoors' core programmes.• Have trainee instructors observe and co-instruct their programmes and provide high quality feedback to them.• Deliver and assess NZQA unit standards as required. |
| Safety | <ul style="list-style-type: none">• Ensure that you are familiar and comply with the Hillary Outdoors Safety management system.• Identify and report to the Senior Leadership Team any incidents, hazards or safety concerns in your work environment.• Report all incidents and near misses you are involved with.• Assist in the review and on-going development of Activity Management Plans and the Safety Management System. |
| Compliance | <ul style="list-style-type: none">• All Hillary Outdoors policies and procedures.• Participate in meetings and trainings as your schedule allows.• Communicate daily programme intentions at morning meetings.• Operate within parameters defined by personal instructor competencies. |

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| Personnel | <ul style="list-style-type: none"> • Participate in induction, training and personal development processes as required. |
| Quality | <ul style="list-style-type: none"> • Be familiar with the products and programmes that you are scheduled to deliver. • Participate in programme reviews. • Assess NZQA Unit standards to appropriate standard. |
| Communication | <ul style="list-style-type: none"> • Communicate intentions with Duty Manager. • Communicate with other personnel, departments and clients as needed. • Participate in meetings as requested. • Report to Manager and wider team as requested. |
| Culture | <ol style="list-style-type: none"> 2. Represent the mission and values of Hillary Outdoors in all behaviours and actions. • Engage in self-development as defined during performance development meetings with line manager. 3. Develop highly effective relationships all Hillary Outdoors personal and actively coach newer employees in the daily operation of the Centre. |
| Financial | <ul style="list-style-type: none"> • Ensure that all your locker gear is accounted for and in working order. • Use all equipment and facilities with care and respect and in a manner that it was designed for. • Follow systems for tracking, cleaning and storing field resources. 4. Report all damage or loss of gear to the DM or PM as soon as possible. Assist all other Hillary Outdoors staff in ensuring that all other resources - Land/buildings/vehicles etc. are used, treated and cared for to ensure safety, cleanliness, and longevity. |
| Additional Responsibilities | <i>Additional responsibilities reflecting an individual's unique skills upon agreement with the Manager</i> |

A Lead Outdoor Instructor will ideally have:

Personal Experience:

- In excess of 80 personal days recreating in mountainous terrain representative of the central north island environments
- At least 50 days kayaking, canoeing and/or sea kayaking

Professional Experience:

- 2 years or more equivalent full time work in the outdoors. This would be a combination of time as an instructor and as a guide.
- Some experience training instructors/guides

Training in:

- Experiential education and leadership development
- Adolescent & Adult Education
- River Crossing
- Navigation
- Outdoor Risk Management
- Weather theory
- Earth Sciences/Environmental Interpretation
- Rock climbing
- River Rescue
- Kayaking
- Mountaineering
- Search and Rescue
- Assessing Unit Standards (Have US 4098)
- NZOIA Awards (2 x level 1 or more)

Qualifications:

- Appropriate drivers license with:
 - P-Endorsement
 - Class 2 Drivers License.
- Pre Hospital Emergency Care.
- Minimum of 1 NZOIA level one award or equivalent.