

AEN 6.1.1 Position Description – Outdoor Leadership Traineeship

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| **Certificate IV in Outdoor Leadership Traineeship**  **Cave Hill Creek** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name :** | **Date PD Issued:** |
| **Position: Outdoor Leadership Trainee (Trainee Instructor)** | |
| **Host Employer: Cave Hill Creek** | **Supervisor: Tim Chandler/ Darren Stomilovic** |
| **Host Employer Address: 110 The Glut Road, Beaufort, Vic 3373** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler** | |
| **Duties of Position:**  Cave Hill Creek is Australia’s leading group accommodation and outdoor recreation venue. We specialise in hosting camps, walks and weddings. Set in stunning lake and bush setting, Cave Hill Creek is situated on 40 hectares surrounded by the Mt Cole State Forest, and located only 15 minutes from Beaufort.  Camp programs include facilitated or teacher led school camps, camp outs and guided walks on the Beeripmo Walk. Summer and Winter Camps for kids 8-14 are a feature of the school holidays. A fun and challenging range of outdoor activities include abseiling, archery, bouldering, bush cooking and camp fires, bush walking, camping, canoeing, low ropes and initiatives, fishing, hut building, bike riding, orienteering/map reading, raft building and swimming.  Cave Hill Creek is an accredited Camp and Adventure Operator, Parks Vic Licensed Tour Operator. Central to all our camps is a culture of child safety. This safety culture extends to all guests and staff.  Activity Instructors are passionate outdoors enthusiasts, ready to inspire a new generation of young people. They will be professional and motivated and able to work as part of Cave Hill Creek’s outdoor team to deliver exceptional residential and journey-based programs.  The trainee instructor role is a 12 month workplace traineeship, working and studying full time, undertaking a Certificate IV in Outdoor Leadership. | |
| **Tasks Involved:**   * Outdoor activity instruction to groups (predominantly school children)   + Assist qualified activity instructors with specialised activities incl abseiling, water (canoeing, raft building, recreational swimming), high rope (giants ladder, crate stack, possum glider) and bike riding   + Once familiar and confident lead non specialised activities such as map reading, low ropes, bouldering, archery, bush cooking short walks etc * Assist the group leader on overnight camp outs, journey based programs and guided walks. * Counsellor on holiday camps * Assist delivering activity programs for school and holiday camps. * Provide organisation and logistic support for overnight camp outs, journey based programs and guided walks. * Assist with regular inspection and maintenance of outdoor activities and associated equipment * Ensure campers and guests experience a memorable and enjoyable stay at Cave Hill Creek.   Assist with other daily camp and business operations as required incl maintenance, housekeeping, gardening, venue set up, catering and functions/events | |
| **Work Conditions:**   * Appropriate items of Cave Hill Creek uniform will be supplied. * All meals are provided whilst you are working at Cave Hill Creek. Where an employee is required to stay overnight to perform their role at Cave Hill Creek, shared accommodation and meals will be provided.   You will be provided with a roster that details the hours of work, days and shifts. You will be notified of this within reasonable notice periods where possible. Any additional hours worked will require Supervisor approval.   * Any applicable allowances and penalty rates will be paid in accordance with the relevant award. * Time for study commitments can be factored into the staff roster, and must be approved by the Outdoor Program Manager.   Progression to Level 2 Activity Instructor  Subject to business needs, promotion to level 2 may occur when:   * Cert IV in Outdoor Leadership completed * Multiple activity certifications obtained (Canoe/Water-based, abseil, high ropes, bushwalking, bike riding). * First aid HLTAID002 (Wilderness HLTAID003 preferred) obtained   Ability to instruct/lead specialised outdoor activities, campouts, guided walks can be demonstrated | |
| **Personal Requirements:**  Activity Instructors are passionate outdoors enthusiasts, ready to inspire a new generation of young people. They will be professional and motivated and able to work as part of Cave Hill Creek’s outdoor team to deliver exceptional residential and journey-based programs. | |
| **Key Selection Criteria:** | |
| **Qualifications and Licenses Required:**  **Required**   * Working with Children Check * Undertaking study in Certificate IV in Outdoor Leadership (or similar) * A good level of physical fitness is essential to regularly perform manual labour tasks   **Advantage**   * Senior First Aid (Wilderness preferred) * Drivers Licence * Participation in outdoor education and camps   Participation mountain biking, abseiling, canoeing, high ropes, overnight bush walking, rock climbing and surf life saving (Log book evidence an advantage) | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and   workplace instructions   * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |

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| **Additional Information**   * **Hours Per Week : 38** * **Days per Week: Mon - Fri** * **Award / Agreement: Miscellaneous Award/ National Training Award Level B** * **Superannuation: 11.5%** * **Commencement Hourly Rate:** * **Allowances:** |
| **Copy to :  Employee  Host Employer  Main File** |

# Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

# EMPLOYEE:

Employee Name:

Employee Signature: Date / /

# HOST EMPLOYER:

Host Employer Name:

Host Employer Signature: Date\_\_\_ /\_\_\_ /

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date \_\_\_ /\_\_\_ / \_