DEPARTMENT OF SPORT AND RECREATION

**JOB DESCRIPTION FORM**

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| SECTION 1 - OFFICE IDENTIFICATION | | | | | EFFECTIVE DATE OF  DOCUMENT  September 2013 |
| DEPARTMENT OF SPORT AND RECREATION | |  | CLASSIFICATION  Casual | | OFFICE No.  3CASINST |
| DIVISION | Facilities and Camps |  | TITLE | Outdoor Instructor  (Includes Assistant, Instructor, Senior Instructor) | |
| BRANCH | Camps |  |  |  | |
| SECTION | Camps Multiple |  | CONDITIONS OF EMPLOYMENT  DSR Terms and Conditions of Employment Arrangements relating to Camp Instructor Staff 2009 | | |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| Title  Classification | Business Manager Camps  Level 8 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
|  |  |  |  |
| Title  Classification | Camp Managers  Level 6 |  | Other offices reporting directly to this office.  Title & Classification: |
|  |  |  | Operations Managers  Senior Program Coordinators  Program Coordinators  Accommodation Officers |
|  | Responsible to |  |  |
|  |  |  |  |
|  | **THIS OFFICE** |  |  |

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|  | Offices under direct responsibility |  |
| Title | Classification | Number of FTE’s Supervised and controlled:  Nil |

**SECTION 3 - KEY RESPONSIBILITIES**

State Briefly the key responsibilities or prime functions of the job.

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| Under the supervision of Camp Management, delivers recreation programs for a wide range of clientele with a strong customer focus across the Department of Sport and Recreation Camps Network. The role liaises directly with Program Coordinators to ensure the safe delivery of recreation programs. |

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| Classification  Assessment |  |  |  |  |  |  |  |  |  |  |  |

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| SECTION 4 - STATEMENT OF DUTIES | | | EFFECTIVE DATE OF  DOCUMENT | | |
| TITLE  Outdoor Instructor | | CLASSIFICATION  Casual | OFFICE No.  3CASINST | | |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE. | | | | | |
| Duty No. | Details | | | Freq | % |
|  | Three levels of casual instructors occur within the DSR Camps Chain; Assistant Instructor, Instructor and Senior Instructor.  Core elements of instructor responsibilities relate to the following:   1. **Client Services**    1. Ensure work activities are conducted in accordance with relevant regulations and internal procedures    2. Seek client advice on program objectives and ensure program expectations were met and relationships are maintained    3. Report any incidents, injuries or feedback to the Camps Chain Safety Group 2. **Program Delivery**    1. Delivery of recreation programs, as per DSR Camps Program Standards and Standard Operating Procedures    2. Work in a manner that promotes teamwork and cooperation    3. Provide support and advice to Program Coordinators    4. Provide program-related emergency care as required 3. **Staff Development and Training**    1. Ensure qualifications and licences required for the position remain current 4. **Maintenance**    1. Monitoring program equipment and reporting damage or loss to Camp Staff 5. **Other**    1. Other duties as directed | | | D  D  O  W/F  O |  |

FREQUENCY: D-Daily; W-Weekly: F-Fortnightly: M-Monthly; O-Occasionally or as required; A-Annually.

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| **SECTION 5 - SELECTION CRITERIA** | | EFFECTIVE DATE OF  DOCUMENT |
| TITLE  Outdoor Instructor | CLASSIFICATION  Casual | OFFICE NO.  3CASINST |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE | | |
| **ESSENTIAL**   1. Flexible and able to work irregular hours, including some weekends 2. Demonstrated ability to communicate openly and effectively and provide a strong customer focus 3. Ability to work unsupervised as well as in a team environment 4. Experience in the delivery and maintenance of client services and relationships 5. Hold a current Working with Children Check in accordance with 2004 WWCC legislation 6. Hold a current Senior (Apply) First Aid Certificate or equivalent   **DESIRABLE**   1. Current Western Australian Drivers Licence 2. Experience in outdoor recreation program delivery 3. Experience in physical education or outdoor education teacher with a commitment to physical activity outcomes | | |

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| SECTION 6 - APPOINTMENT FACTORS | | | EFFECTIVE DATE OF  DOCUMENT |
| TITLE  Outdoor Instructor | CLASSIFICATION  Casual | | OFFICE No.  3CASINST |
| LOCATION AND ACCOMMODATION  State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc. | LOCATION  ACCOMMODATION | Camps – multiple, however may be relocated to any of the metropolitan camps based on operational needs.  Nil, but may be required to stay overnight from time to time. | |
| ALLOWANCES/SPECIAL CONDITIONS  State Allowances and conditions applicable | Ability to apply flexibility and adaptability in working conditions, to maintain the camp open every day of the year and all hours.  As per DSR Police Employment Suitability Checks policy:   * A National Police Certificate application will be required prior to commencement of employment. * The successful applicant will also be required to apply for a Working with Children Check prior to commencement. | | |
| SPECIALISED EQUIPMENT OPERATED  Specify type of equipment, make and model, operated. | * Recreation equipment relevant to the activities of the Camps Chain | | |

**SECTION 7 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

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|  | **BRANCH/DIVISION HEAD** |  | **DIRECTOR GENERAL** |
| SIGNATURE |  | SIGNATURE |  |
| DATE |  | DATE |  |

(ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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| NAME | SIGNATURE | DATE APPOINTED | DATE |
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