



## SECTION 4 - STATEMENT OF DUTIES

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT	
TITLE	CLASSIFICATION	OFFICE No.	
Outdoor Instructor Outdoor Instructor	Casual	3CASINST	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
	<p>Three levels of casual instructors occur within the DSR Camps Chain; Assistant Instructor, Instructor and Senior Instructor.</p> <p>Core elements of instructor responsibilities relate to the following:</p> <p><b>1. Client Services</b></p> <p>1.1 Ensure work activities are conducted in accordance with relevant regulations and internal procedures</p> <p>1.2 Seek client advice on program objectives and ensure program expectations were met and relationships are maintained</p> <p>1.3 Report any incidents, injuries or feedback to the Camps Chain Safety Group</p> <p><b>2. Program Delivery</b></p> <p>2.1 Delivery of recreation programs, as per DSR Camps Program Standards and Standard Operating Procedures</p> <p>2.2 Work in a manner that promotes teamwork and cooperation</p> <p>2.3 Provide support and advice to Program Coordinators</p> <p>2.4 Provide program-related emergency care as required</p> <p><b>3. Staff Development and Training</b></p> <p>3.1 Ensure qualifications and licences required for the position remain current</p> <p><b>4. Maintenance</b></p> <p>4.1 Monitoring program equipment and reporting damage or loss to Camp Staff</p> <p><b>5. Other</b></p> <p>5.1 Other duties as directed</p>	<p>D</p> <p>D</p> <p>O</p> <p>W/F</p> <p>O</p>	

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

## SECTION 5 - SELECTION CRITERIA

EFFECTIVE DATE OF  
DOCUMENT

TITLE

Outdoor Instructor 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

7. Current Western Australian Drivers Licence
8. Experience in outdoor recreation program delivery
9. Experience in physical education or outdoor education teacher with a commitment to physical activity outcomes

