DEPARTMENT OF SPORT AND RECREATION JOB DESCRIPTION FORM

SECTION	I 1 - OFFICE IDENTI	FICATION			EFFECTIVE DATE OF DOCUMENT September 2013		
DEPARTME	ENT OF SPORT AND RE	ECREATION	CLASSIFICATION	I Casual	OFFICE No. 3CASINST		
DIVISION	Facilities and Camps		TITLE Outdoor Instructor (Includes Assistant, Instructor, Senior Instructor)				
BRANCH	Camps						
SECTION	Camps Multiple				oyment Arrangements 9		
	Title Bu						
	Re	vel 8 esponsible to	amps	Other offices report	ng directly to this office		
	Title Ca	vel 8	amps	Other offices reporti Title & Classification Operations Manage Senior Program Coordinato Accommodation Off	rs ordinators ors		
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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.

Classification						
Assessment						

SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

TITLE	Outdoor Instructor Outdoor Instructor	CLASSIFICATION Casual	OFFICE 3CASIN					
	BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE							
Duty No.								
	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			D				
	1.1 Ensure work activities are conducted in accinternal procedures	cordance with relevant re	gulations and					
	1.2 Seek client advice on program objectives and ensure program expectations were met and relationships are maintained							
	1.3 Report any incidents, injuries or feedback to	the Camps Chain Safety	Group	D				
	2. Program Delivery							
	2.1 Delivery of recreation programs, as per DSR Camps Program Standards and Standard Operating Procedures							
	2.2 Work in a manner that promotes teamwork and cooperation							
	2.3 Provide support and advice to Program Coordinators							
	2.4 Provide program-related emergency care as required3. Staff Development and Training							
	3.1 Ensure qualifications and licences required for	or the position remain cur	rent	W/F				
	4. Maintenance							
	4.1 Monitoring program equipment and reporting	damage or loss to Camp	Staff	0				
	5. Other							
	5.1 Other duties as directed							

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

EFFECTIVE DATE OF **SECTION 5 - SELECTION CRITERIA DOCUMENT** TITLE CLASSIFICATION OFFICE NO. Casual 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

Outdoor Instructor Outdoor Instructor

- 8. Experience in outdoor recreation program delivery
- 9. Experience in physical education or outdoor education teacher with a commitment to physical activity outcomes

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	reloca camps	s – multiple, however may be ted to any of the metropolitan s based on operational needs. It may be required to stay 19ht from time to time.
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	to maintain the camp open As per DSR Police Employ A National Police required prior to the successful	went: ce Cer common applic	ptability in working conditions, day of the year and all hours. Suitability Checks policy: tificate application will be nencement of employment. ant will also be required to ith Children Check prior to
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	● Recreation equ Camps Chain	uipmer	nt relevant to the activities of the

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

	BRANCH/DIVISION HEAD		DIRECTOR GENERAL
SIGNATURE		SIGNATURE _	-
DATE		DATE _	

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

NAME	SIGNATURE	DATE APPOINTED	DATE