

SECTION 1 - OFFICE IDENTIFICATION

SECTION 2 - REPORTING RELATIONSHIPS

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
		Nil

SECTION 3 - KEY RESPONSIBILITIES

Under the supervision of Camp Management

[illegible]

SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF
DOCUMENT

TITLE		CLASSIFICATION	OFFICE No.	
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. Core elements of instructor responsibilities relate to the following:</p> <p>1. Client Services</p> <p>1.1 Ensure work activities are conducted in accordance with relevant regulations and internal procedures</p> <p>1.2 Report any incidents, injuries or feedback to Camp Management</p> <p>1.3 Seek client advice on program objectives and ensure program expectations were met and relationships are maintained</p> <p>2. Program Delivery</p> <p>2.1 Delivery of recreation programs, as per Program Standards</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>3. Staff Development and Training</p> <p>3.1 Ensure qualifications and licences required for the position remain current</p> <p>4. Maintenance</p> <p>4.1 Monitoring equipment and reporting damage or loss</p> <p>5. Other</p> <p>5.1 Other duties as required</p>	D		
		D		
		O		
		W/F		
		O		

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

CLASSIFICATION

OFFICE NO.

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL

1. Flexible and able to work irregular hours, including some weekends
2. Good interpersonal skills that demonstrate the ability to work with multiple client groups
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. National Police Clearance and Working With Children Check
6. Apply First Aid Certificate (Senior First Aid) or imminent completion

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

SECTION 6 - APPOINTMENT FACTORS		EFFECTIVE DATE OF DOCUMENT
TITLE <p>Outdoor Instructor</p>	CLASSIFICATION <p>Casual</p>	OFFICE No. <p>3CASINST</p>
LOCATION AND ACCOMMODATION <p>State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.</p>	LOCATION Camps – multiple, however may be relocated to any of the metropolitan camps based on operational needs. ACCOMMODATION Nil, but may be required to stay overnight from time to time.	
ALLOWANCES/SPECIAL CONDITIONS <p>State Allowances and conditions applicable</p>	<p>Ability to apply flexibility and adaptability in working conditions, to maintain the camp open every day of the year and all hours.</p> <p>As per DSR Police Employment Suitability Checks policy:</p> <ul style="list-style-type: none"> o A National Police Certificate application will be required prior to commencement of employment. o The successful applicant will also be required to apply for a Working with Children Check prior to commencement. 	
SPECIALISED EQUIPMENT OPERATED <p>Specify type of equipment, make and model, operated.</p>	<ul style="list-style-type: none"> • Aquatic Supervision qualification within six months of appointment • Recreation equipment relevant to the activities of the Camps Chain 	

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

DIRECTOR GENERAL

SIGNATURE _____

DATE _____

- [illegible]