

## POSITION DETAILS

**Position Title**

Outdoor Instructor (Includes Instructor, Lead Instructor, Senior Instructor)

**Position Number**

14185

**Classification Level**

Casual

**Award/Agreement**

DLGSC Terms and Conditions of Employment Arrangements relating to Camp Instructor Staff 2016

**Division/Directorate**

Sport and Recreation (WA)

**Branch/Section**

Facilities and Camps

**Physical Location**

Various – Hillarys, Coogee, Bicton, Orange Grove, Albany

**Effective Date**

19/07/2018

**Employment Type**

Casual

## REPORTING RELATIONSHIPS

**Position reports to**

Camp Managers – Level 6

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Under the supervision of Camp Management, delivers recreation programs with a strong customer focus across the Department of Local Government, Sport and Cultural Industries Camp Network. The role liaises directly with Program Coordinators to ensure the safe delivery of recreation programs.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

Three levels of casual instructors occur within the Recreation Camps; Instructor, Lead Instructor and Senior Instructor. Core elements of instructor responsibilities relate to the following.

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 are met and relationships are maintained.
3. Report any incidents, injuries or feedback to the Camps Chain Safety Group through organisational protocols.
4. Delivery of recreation programs, as per DLGSC Recreation Camps Program Standards and Standard Operating Procedures.
5. Work in a manner that promotes teamwork and cooperation.
6. Provide support and advice to Camp Program Coordinators.
7. Provide program-related first aid as required.
8. Ensure qualifications and licences required for the position remain current.
9. Attend training, professional development events, reviews and forums as requested by Camp Management.
10. Monitoring program equipment and reporting damage or loss in a timely fashion.
11. Other duties as directed.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### **Essential**

1. Flexible and able to work irregular hours, including some weekends.
2. Demonstrated ability to communicate openly and effectively with a strong customer focus.
3. Ability to work unsupervised as well in as in a team environment.
4. Experience in delivery of client services and relationships,
5. Hold a current Working with Children Check in accordance with Working with Children (Criminal Record Checking) Act 2004 and regulations.
6. Hold a current First Aid Certificate including resuscitation (equivalent or higher to HLTAID003 Provide First Aid.)

### **Desirable**

1. Current Western Australian Drivers Licence.
2. Experience in delivering outdoor recreation programs.
3. Experience in physical education or outdoor education with a commitment of physical activity outcomes.



## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.
- The successful applicant will also be required to apply for a Working with Children Check prior to commencement.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department’s AEDM within six months of appointment eg. duties required to undertake the role

## CERTIFICATION

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

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position’s duties are to be performed in accordance with the Department’s Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: MT	Date: 31.07.2018