



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

Branch/Section

Recreation and Camps

Physical Location

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

Effective Date

17/06/2020

Employment Type

Casual

REPORTING RELATIONSHIPS

Position reports to

Quality Operations Manager – L6

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 Camp 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	VISION	VALUES
To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.	Creating a vibrant, inclusive and connected WA community.	Customer Focused Responsive Respectful Accountable Innovative

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused 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

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

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 HLTAID011 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

- Nil

Appointment is subject to:

- 100 point identification check;
- 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 (within the last 6 months); and
- Working with Children Check (WWC): An acceptable WWC is an essential pre-employment requirement and must be obtained prior to commencement.

Training:

- Complete induction within three months of commencement;
- Complete Accountable and Ethical Decision Making Training within 6 months; and
- Complete any training specific to the role required by Departmental policy.

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)