# Job Description Form – Outdoor Instructor

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| **Position number:** | 14185 | **Classification:** | CLC |
| **Division:** | Sport and Recreation | **Branch/section:** | Recreation and Camps |
| **Reports to:** | 15318 – Quality Operations Manager | **Direct reports:** | Nil |

## Position details

## Position purpose

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.

## Context

The Sport and Recreation team promotes participation and achievement in sport and recreation to support a healthy lifestyle for all Western Australians through physical activity. It provides strategic leadership and support for the sport and active recreation sectors with a focus on inclusion and accessibility.

This work extends into regional areas where the team contributes to a broad range of community outcomes in partnership with state and local government agencies, regional sporting associations, peak bodies, and community clubs to support liveable regional communities.

## Responsibilities

This section outlines the results and outcomes required of an individual in this position. Three levels of Outdoor 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 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. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
13. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. 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. Ability to complete basic administrative documentation.

## Desirable

1. Experience in delivery outdoor recreation programs.
2. Experience in physical education or outdoor education with a commitment of physical activity outcomes.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Working with Children Check

And a current first aid qualification equivalent to:

* HLTAID011 Provide First Aid
* HLTAID009 Provide Cardiopulmonary Resuscitation

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| Registration date | 18 February 2025 |