



# WAVERLEY Christian College

## Outdoor Recreation Trainee

### Commencing 2018

Waverley Christian College is a Christian co-educational school seeking to offer students a quality Christian educational experience. With campuses in Wantirna South and Narre Warren South, Waverley will have an enrolment of over 1950 students across both campuses in 2018. The Narre Warren South campus has a newly created position becoming available in January 2018 as an Outdoor Recreation Trainee.

The successful candidate will enjoy the outdoors, being part of a team and be physically fit. This is a one-year traineeship, and would be of interest to those considering a career in education or outdoor recreation. Part of the traineeship consists of a Certificate III in Outdoor Recreation.

The position would best suit a person who has recently finished Secondary studies. Due to funding arrangements, candidates with tertiary qualifications need not apply.

You will have a commitment to our College values and ethos of Christian Education.

A Working with Children Check is mandatory. A Position Description is available on the College website [www.wcc.vic.edu.au](http://www.wcc.vic.edu.au).

Applicants are to include a Letter of Application, Resume, a written Pastoral Reference and a completed "Employment Application Form – Administration and Support Staff" found on the College website under Employment [www.wcc.vic.edu.au](http://www.wcc.vic.edu.au) Applicants will need to include three referees.

### **Please forward all applications to:**

HR Manager at [recruitment@wcc.vic.edu.au](mailto:recruitment@wcc.vic.edu.au)

Quoting job number: 201744

Enquiries: (03) 9871 8600

Applications close: Friday, 8<sup>th</sup> December 2017

Waverley Christian College has a zero tolerance to child abuse.

*Please scroll down to view Position Description.*

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Name:**

**Position:**

Outdoor Education Trainee

**Campus:**

Naree Warren South

**Employment Status:**

FTE 1.0

**Reports Directly To:**

Outdoor, Health and Physical Education (OHPE) Team Leader

### Ministry Specifications:

**ROLE:**

To provide support for the College's Outdoor Education, Camping, and Sport programs.

**MINISTRY SPECIFICATIONS:**

- Group and Activity leader on year level camps (supported by teaching staff).
- Group Co-leader on various field trips.
- Provide close supervision/support of students during multi-day field trips.
- Outdoor Education and Sports Equipment maintenance, assisting with ordering, stocking and labelling of new equipment and keeping storage areas neat and tidy.
- Practical involvement in assisting the OHPE Team Leader with the organisation of on-campus activities.
- Practical involvement in assisting the School Sport Coordinators with the preparation and running of the CSEN Weekly Sports program, all major Sporting Carnivals and other Sporting activities - which will include preparation of playing venues and supervision of students.
- Practical involvement in Sport programs, including photocopying of documents and data entry of sporting reports and team selections, and some assistance to teachers in specific classroom activities, subject to trainee interest and capacity.

**ACCOUNTABILITY:**

- OHPE Team Leader, representing the College management.
- MACE; concerning completion of Certificate III in Outdoor Recreation.
- Parents and wider College community, as a member of the staff team.

**THE POSITION:**

- Requires the appointee to support Outdoor Education and Sports programs with small group and activity leadership, and assisting with maintaining physical resources;
- Requires a high level of skill in a variety of sports, for which training is provided throughout the year
- Appointee must have an interest and demonstrated capacity in outdoor recreation pursuits;
- Requires participant to be a positive Christian role model for young people and to foster mentoring relationships with students;

- Appointee must have the necessary energy, fitness and co-ordination to be able to participate in outdoor recreation pursuits.

## **FUNCTIONS:**

### **Administration**

*Attend regular meetings of Staff in charge of outdoor activities (as directed). Results:*

- Records kept of upcoming events and decisions taken.
- Involvement in program planning, execution, evaluation.

### **Maintenance of resources**

*Assist in organising equipment for outdoor programs. Results:*

- Cleaning and maintenance of Outdoor Education/Sports equipment.
- Assisting with allocation of resources for Outdoor Education/Sports programs.
- Maintaining inventories of equipment and noting condition of such.
- Reporting of maintenance needs for equipment.

### **Working with students**

*Be available to mentor and provide pastoral care to students as directed. Results:*

- Ensure physical and emotional needs of students are catered for during overnight programs as per legal requirements and the College's duty of care.
- Be available to mentor/provide pastoral care for students whilst on campus, as per the direction of the Student Wellbeing Coordinators, and liaise with Student Wellbeing Coordinators regarding ongoing student issues.
- Share personal faith and testimony with students during programs in devotions, pastoral meetings and such.

### **Delivery of Outdoor programs**

- Work with small groups to train students in a range of technical and theoretical outdoor skill areas during Outdoor Education programs and camps.
- Lead and instruct small groups in specialised activity areas (role to relate to trainee's growing qualifications/experience as the year progresses).
- Assist in the leadership of group activities during multi day programs.
- Assist in running sporting activities on campus as negotiated with OHPE Team Leader.
- Be actively involved in staff/student briefings, debriefings and other facilitation processes.

### **Professional Support and Training**

*The successful appointee is expected to:*

- Attend all classes associated with traineeship during the 12 month appointment.
- Achieve a pass grade in all subject areas, obtaining a Certificate III in Outdoor Recreation.

## **OTHER RESPONSIBILITIES:**

To take responsibility for his/her own personal and professional formation. To undertake other responsibilities, as requested from time to time, as negotiated with the OHPE Team Leader.

**KEY SELECTION CRITERIA:**

- Ability to contribute positively to the ethos and culture of Waverley Christian College.
- Ability to be a valuable contributor to a close knit team approach.
- Demonstrated experience and skill to provide the services outlined in the above “Main Duties”
- Demonstrated initiative and ability to work with minimum supervision.
- Demonstrated ability to cope in stressful and demanding situations.
- Ability and preparedness to work at other locations when required.

**OTHER REQUIREMENTS:**

- Ability and appropriate training in First Aid.
- Ability and preparedness to work outside normal agreed hours when required.
- Preparedness to participate in professional development opportunities as required.

**Inherent Requirements of the Role**

- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- General Computer use
- Ability and licence to drive College cars
- Able to work in an outdoor environment and differing weather conditions

**Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College’s OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College’s policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College’s operational requirements.