

POSITION DESCRIPTION



| JOB DETAILS | |
|-------------------|---------------------------------|
| JOB TITLE | Program Facilitator |
| LOCATION | Various locations throughout WA |
| STATUS | Casual |
| REPORTS TO | Director Program Delivery |
| DATE | February 2021 |

| ROLE PURPOSE |
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| To deliver and facilitate a high energy, fun and impactful Rite of Passage, and outdoor adventure programs to high school students. |

| DUTIES AND RESPONSIBILITIES |
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| <p>Core objectives include:</p> <ul style="list-style-type: none">• Facilitate an excellent program experience to all AW clients• Deliver the AdventureWorks suite of INTO ADULTHOOD programs which includes in school day workshops, outdoor adventure camps and expeditions.• Facilitate all programs in alignment with AW program design principles and organizational values• Effectively model the Social and Emotional Capabilities to customers during program facilitation• Operate in a professional manner with an optimistic approach• Quickly and effectively develop positive relationships with participants and clients• Manage the safety and risks associated with delivering outdoor activity programs• Facilitate all programs in alignment with AW policies, risk management strategies and standard operating procedures• Commit to the continual improvement of facilitation and outdoor skills• Provide feedback and input to evaluate and design programs• Other duties as required by management or HQ staff <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p> |

| QUALIFICATIONS |
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| <p>Minimum requirement for employment on any AW program:</p> <ul style="list-style-type: none">• First Aid (HLTAID002 and HLTAID003) and CPR (HLTAID001)• Working with Children Check• Community Surf Rescue or Bronze Medallion• Driver's License• Valid Australian Working Visa <p>Desirable:</p> <ul style="list-style-type: none">• Qualifications in any of the following: Facilitation, Coaching, Positive Education, Mindfulness• Adventure Therapy• Cert IV in Outdoor Recreation or equivalent• Wilderness First Aid (SISSS00108)• High/Low Ropes• Flat Water/Kayak/Canoe• Mountain Bike• Rock Climbing/Abseiling• Bush Walking |

EXPERIENCE

- Min. 12 months experience facilitating outcome-focused programs either in a school or outdoors environment
- Experience building group connection, engagement, comfort, and safety emotionally and physically.
- Experience managing safety and mitigating risk in an outdoor environment
- Experience framing and de-briefing conversations, processes, and adventure activities to increase participant learning and build transferable skills
- Demonstrated experience facilitating programs to a diverse client range

KNOWLEDGE

- Understanding of the Australian outdoor education sector
- Understanding and demonstrated use of the following frameworks:
 - Positive Psychology/Education
 - Social and Emotional Learning
 - Contemporary Rite of Passage
- Facilitation and Coaching frameworks and models, and how to apply in an outdoor setting

SKILLS & COMPETENCIES

- **Optimistic Approach:** Demonstrate and practice skills that foster a positive approach to work and the team environment.
- **Customer Service Driven:** committed to providing a safe, fun, engaging customer experience.
- **Communication:** exceptional communication skills, with the ability to communicate with various stakeholders clearly and professionally.
- **Emotional Intelligence:** demonstrated capacity to be aware of, control and express emotions in a way that fosters and grows positive culture in the team.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Resilient to Pressure:** able to continue to deliver quality work during high volume, high pressure peak times.
- **Outcomes Driven:** able to identify the key outcomes and always deliver them to a high quality.

PERSONAL ATTRIBUTES

- Approachable
- Passionate
- Values Driver
- Excellent Interpersonal skills
- Optimistic
- Leader

POSITION REQUIREMENTS

- Must be physically fit and healthy to lead and undertake outdoor adventure activities
- Onsite, overnight stays in camping and remote environments are a part of this role

DON'T MEET THE ABOVE REQUIREMENTS?

If you are someone that has minimal specific experience but have a passion for working with young people, feel your skills are transferable, are comfortable with challenge and spend lots of your time in the outdoors undertaking adventures please contact us. If you are open and willing to learn we are happy to discuss options with you.

ACKNOWLEDGEMENT

I certify I have read, understood, and accepted the duties, responsibilities, and obligations of my position

| | | | |
|-----------------|--|-------------|--|
| EMPLOYEE | | DATE | |
| DIRECTOR | | DATE | |

