

POSITION DESCRIPTION



JOB DETAILS	
JOB TITLE	Trainee – Outdoor Recreation and Logistics Assistant
LOCATION	Various locations throughout WA
STATUS	Permanent – Full Time
REPORTS TO	Director Program Delivery
DATE	Jan 2021

ROLE PURPOSE
To support the maintenance and management of equipment, logistics and delivery of AdventureWorks Rite of Passage, and outdoor adventure programs. Undertake Cert III in Outdoor Recreation.

DUTIES AND RESPONSIBILITIES
<p>Core objectives include:</p> <ul style="list-style-type: none">• Undertake specialised outdoor qualifications that fit the Cert III training plan and meet the needs of AW programs.• Complete Cert III / IV Outdoor Recreation / Leadership traineeship written requirements as per training plan with Training College• Manage and maintain equipment and storage warehouse.• Learn, understand and use all AdventureWorks office systems and processes.• Deliver programs and activities to a range of clients and camp programs.• 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
<p>Minimum requirement for employment on any AW program:</p> <ul style="list-style-type: none">• Aged 18 or above.• 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

EXPERIENCE
<ul style="list-style-type: none">• A love of spending time in the outdoors• Demonstrated experience of camping.• A passion for adventure activities ie bush walking, rock climbing, kayaking, mountain biking• A desire to work with people in particular high school students.

A friendly and energetic person, organised with an eye for detail, who wants to work hard and always do a good job will be the perfect person for this opportunity.

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

- Is approachable and friendly.
- Can communicate well with lots of people.
- Has a positive approach to life and is always seeking solutions.
- Can work alone, under direction and with a team.
- Is happy to work in the outdoors and in a warehouse/office environment.
- Will have the capacity to organise themselves to work full time while undertaking qualification in Outdoor recreation.
- Will always be a great role model to others and a positive representative of AdventureWorks

POSITION REQUIREMENTS

- Must be physically fit and healthy to lift, move and pack outdoor adventure equipment.
- Have the desire 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.