

POSITION DESCRIPTION



JOB DETAILS	
JOB TITLE	Program Development and Training Coordinator
LOCATION	Dunsborough WA
STATUS	Permanent full time
REPORTS TO	Director – Program Delivery
DATE	July 2021

ORGANISATION

AdventureWorks WA works with schools, families, and organisations to support young people become happy and healthy adults more connected to who they are, what they value and the kind of life they want to lead.

We deliver Rite of Passage programs, health and wellbeing workshops, leadership expeditions, and outdoor adventure camps that give young people the space to navigate the pathway INTO ADULTHOOD.

We also support and train teachers to deliver Into Adulthood in-school and camp-based Rite of Passage and Social and Emotional Learning programs.

ROLE PURPOSE

Lead and coordinate the design, development, and evaluation of AW program content.

Lead and coordinate the training and development of the AW facilitation team to deliver exceptional programs to AW clients.

Manage, support and mentor the AW facilitation team when delivering onsite and / or in the field.

In conjunction with our outdoor and logistics team, support the on-site delivery of programs as needed including acting as Program Director

- DUTIES AND RESPONSIBILITIES**
- Core objectives include:**
- Lead and coordinate the design and development of engaging, effective research-based programs and workshops for AW clients.
 - Design and development of training, delivery, and resource documents.
 - Development of training and content suitable for an online environment.
 - Design all training programs and materials in alignment with AW program design principles, underpinning frameworks, and organisational values
 - Develop, coordinate, and deliver training programs and masterclasses to the AW internal and casual facilitation team.
 - Identify and engage suitable external training programs and providers to support the development of AW team and programs.
 - Lead, mentor and support facilitators to grow the skills required to deliver high quality programs
 - Model a high level of facilitation skills whilst being observed by current and developing team members
 - Commit to the continual improvement of facilitation, training, and program development skills
 - Effectively model personal Social and Emotional Capabilities to staff and clients during program delivery and/or facilitation
 - Manage the continual improvement process to evaluate and redesign AW programs
 - Operate in a professional manner with an optimistic approach
 - Quickly and effectively develop positive relationships with all AW stakeholders

- Support Directors in achievement of strategic objectives relevant to program development, delivery and team development.
- Other duties as required by management or HQ staff

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

QUALIFICATIONS

REQUIRED

- Formal qualification in one or more of the following:
 - Teaching
 - Psychology
 - Facilitation
 - Coaching
 - Positive Education
 - Counselling
 - Adventure Therapy
 - Transformational program delivery
 - Training and Assessment
- Current Working with Children Check
- Driver's License
- Valid Australian Working Visa
- Current Senior First Aid and CPR
- Community Surf Rescue or Bronze Medallion
- Mental Health First Aid

Desired

- Diploma or Cert IV in Outdoor Recreation or equivalent
OR
- A passion for the outdoors and demonstrated experienced of comfort in a camping / outdoor adventure environment

EXPERIENCE

- Min. 5 years' experience facilitating and delivering, outcome-focused programs or workshops
- Experience in the design and development of research-based outcome focused and / or experiential programs
- Min 3 years' experience training, mentoring, and supporting a team learning environment
- Demonstrated experience facilitating a diverse range of programs to a diverse client range
- Experience building group connection, engagement, comfort, and safety, emotionally and physically.
- Experience delivering transformational, outcomes-focused programs in a range of environments
- Experience developing a team coaching culture for openness to giving and receiving feedback.
- Demonstrated experience using frameworks to implement a QI and evaluation process

KNOWLEDGE

- Experience in and understanding of the education environment will be well regarded.
- Demonstrated knowledge and/or understanding of the Australian outdoor education sector
- Knowledge and understanding of the Australian Adventure Activity Standards
- Developed understanding of the benefits of effective facilitation, coaching and counselling in an outdoor adventure context
- Developed understanding and application of the following models and frameworks:
 - Facilitation
 - Coaching
 - Counselling
 - Positive Psychology/Education
 - CASEL
 - Contemporary Rite of Passage

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 and to meet AW strategic objectives.
- **Communication:** exceptional communication skills, with the ability to communicate with internal team and various stakeholders clearly and professionally.
- **Emotional Intelligence:** demonstrated capacity to be aware of, control and express emotions in a way that models, fosters and grows positive culture in the team.
- **Teamwork:** willingness to lead, mentor 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

- Inspirational
- Approachable
- Energetic
- Communicator

- Problem solver
- Optimistic
- Professional
- Leader

POSITION REQUIREMENTS

- Bring a high level of self-awareness and emotional intelligence to model to clients and the team.
- Expert facilitation skills and the ability to lead, train and motivate a team.
- Ability to work independently to deadlines and collaboratively as part of a leadership team
- Must be physically and emotionally fit and healthy to lead and undertake outdoor adventure activities
- Overnight stays are a requirement of this role during program delivery periods
- Extensive travel required within the South West and WA
- This position is based in Dunsborough, WA 6281

Application Process

Please provide your current CV and a cover letter providing examples of how you meet both the position description and how your personal attributes, skills and competencies will make you the right person for this job.

Salary Package

A competitive salary package will be offered along with a 4 x 4 vehicle to the right person.

Please forward your application to mary@adventureworkswa.com.au