

## Project ASCENT Job Roles and Responsibilities

Role Profile: Camp Coordinator

Reports to: President, CEO

Role Purpose: To effectively plan, prepare and manage the coordination of Outdoor Education in accordance with the mission, vision, values and strategic priorities of Project ASCENT.

The key responsibilities of this position include the coordination of all Outdoor Education camps and activities throughout the year including:

**Junior ASCENT Camps**- Grades 3-6 (2-3 days each)

**Base Camps**- Grades 7-11 (4-5 days)

**Backpacking Camps**- Grades 7-Adult (5-7 days)

**Hybrid Adventures**- Grades 7-11 (4-5 days)

(Note: the programs may vary according to the program's requirements.)

For the duration of the year, it is expected that the Camp Coordinator will work for the equivalent of three days per week (excluding periods when camps are taking place).

### **KEY COMPETENCY: THE COORDINATION OF THE OUTDOOR EDUCATION PROGRAM**

#### ***Key Tasks:***

- Plan and co-ordinate all Outdoor Education activities, camps and expeditions in a professional manner and with consideration to:
  1. aims and objectives of the program
  2. the sequential nature of the program
  3. the needs of the participants
  4. the physical capabilities of the participants
  5. the environment in which the program is to take place
  6. resources available (e.g. staff, budget, equipment)
  7. program time available.
- Present camp information to parents/students at various forums including orientation days, camp information evenings and parent-teacher events, to encourage participation in the Outdoor Education program and promote the benefits, educational concepts and philosophies of Outdoor Education activities.
- Negotiate and establish contracts with Outdoor Education service providers.
- Lead and manage School staff and independent contractors in relation to the Outdoor Education Program.
- Co-ordinate a maintenance program to ensure regular inspection of equipment, maintenance of equipment and adherence to safe limits of equipment.
- Work successfully in a team with Heads of School and other relevant staff members in relation to camp co-ordination and meeting specific camper needs.
- Evaluate the achievements of annual objectives and priorities of the ASCENT Program.
- Ensure that each girl and boy is supported to participate to the best of their ability for all camps or outdoor experiences.

### **KEY COMPETENCY: Project ASCENT Camps**

#### ***KEY TASKS:***

- Liaise with Head of School and key staff to assist with the planning of relevant components of the program.
- Plan and lead the Outdoor Education component of the program.
- Supervise and assist with the curriculum based components of the program.
- Develop and maintain relationships with relevant community members and outside agencies involved in the program.

- Facilitate logistics – transport, budget, documentation and communication, staffing and induction.
- Ensure the Project ASCENT facilities and equipment is maintained to the highest standards.

**KEY AREA: ACADEMIC CARE**

- Actively promote and support the Program’s values of Appreciation Education, A Courageous Self, Respectful Relationships and Responsible Citizenship.
- Play a key role in responding to parent and student complaints and grievances by facilitating resolutions in a professional, fair, timely and sensitive manner.

**KEY AREA: ADMINISTRATION**

- Undertake, coordinate and continuously improve administrative functions to ensure a high level of departmental efficiency and effectiveness.
- Management of department resources and equipment.
- Participate in Professional Development to review and consider improvements to the Outdoor Education Program.
- Prepare, manage and monitor a recurrent budget in a cost effective manner.
- Prepare reports, as required by the Principal, including an annual report.
- Participate in relevant School committees.
- Demonstrate a flexible approach to role by undertaking other tasks to support all of the above.

**KEY AREA: STAFF RELATIONSHIPS**

- Promote and ensure high professional standards and conduct.
- Foster a vibrant, engaging and caring workplace and to facilitate a positive working environment by developing a team approach to work, ensuring open communication, transparent and effective decision making and collaborative practices.
- Engage with and demonstrate leadership in relation to the School’s strategic direction, School Values, programs and initiatives.
- To be a visible participant in School activities and events.
- Support staff in a variety of departments to implement outdoor programs to complement their classroom practice.

**KEY RESULT AREA: DUTY OF CARE**

- Manage all risks relating to Outdoor Education camps and activities including:
  1. Risk Management assessments
  2. following the Wilderness Camps and excursion policies
  3. awareness of industry standards and guidelines for activities o appropriate program objectives
  4. legal issues and responsibilities
  5. parent letters and medical/consent forms
  6. safety briefings
  7. activity equipment checks
  8. ensuring adequate first aid/emergency equipment.
- Manage activity and program safety and the well-being of all persons involved – this includes physical, mental, social and cultural well-being of all participants.
- Manage required reporting of camp planning and staff/student ratios for all Outdoor Education camps and activities to appropriate ASCENT administration.
- Ensure adequate training, skills and qualifications of Outdoor Education instructors and group leaders involved in Outdoor Education camps and activities.
- Maintain and promote the principles of Work, Health and Safety (WHS) within the WHS Act (SA) 2012.

## **SELECTION CRITERIA:**

### ***Qualifications:***

#### **Essential**

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current Wilderness First Aid or higher.
- Clean Driving Record/Background Check.
- At least 2 Specific activity-related instructor qualifications and/or experience (e.g. kayaking, canoeing, rock climbing, bushwalking, cycling, snorkeling etc.) depending on personal area(s) of specialization.

#### **Desirable**

- Postgraduate training in management, administration or other relevant area.

### ***Experience:***

#### **Essential**

- Experience with safety and health related issues and response to potential emergency situations in a base-camp and wilderness environments.
- Experience with risk-assessment and management for program activities.
- Experience instructing specific Outdoor Education activities – depending on area of specialization/personal competence.
- Experience leading and facilitating groups in Outdoor Education programs.
- Demonstrated experience with Outdoor Education activity equipment selection and use.

#### **Desirable**

- Personal knowledge of and experiences in local environments.
- Additional experience indicative of a wider experience of society, cultures, or the international community.

### ***Skills/Attributes:***

#### **Essential**

- Ability and willingness to uphold and role model the School Values.
- Leadership skills, initiative and drive.
- Outdoor Education management skills including:
  1. high level of organization skills
  2. ability to solve problems and make decisions in extreme conditions
  3. judgement in the outdoors/wilderness environments
  4. high level interpersonal and conflict resolution skills.
- Ability to integrate Information and Communication Technology skills into the teaching/learning program.
- Budget preparation and management skills
- Equipment maintenance skills
- Excellent understanding of the current pedagogy.
- Ability to maintain and develop professional and positive parent relations.
- Ability to work independently and collaboratively as a member of a team.
- Willingness and ability to coordinate and take part in Extra Curricular activities.
- The ability to work across Grades 3-12.

## Project ASCENT Job Roles and Responsibilities

Role Profile: Field Instructor (and Junior Field Instructor)

Reports to: Camp Coordinator

### Qualifications

- Must be at least 18 years of age -Field Instructor
- Must be at least 15 years of age- Junior Field Instructor
- Experience in working with children
- Experience in working with people with disabilities is ideal, but not required
- Valid First Aid and CPR Certificates are a plus, but not required
- Excellent communication and interpersonal skills
- Must be creative and energetic

### General Responsibilities

- To provide leadership and guidance to all campers through a variety of games, crafts, sports, hiking and camping activities.

### Specific Duties

- Assist in program planning based on pre-arranged educational/recreational themes.
- Guide campers in participation of all activities.
- Supervision of campers and activities at all times.
- Adapting programs to include all campers.
- Providing emotional support and encouragement to campers.
- Work as part of a team.
- Assist in tidying up after activities.
- Be familiar with the special needs, medical conditions, dietary concerns, and/or behavioral problems of the campers and act according to directions provided by the Camp Medic/parent or guardian.
- Provide personal care for campers as required.
- Be a positive role model to campers and be available at all times.
- Ensure that safety standards are maintained at all times
- Report any accidents/incidents to the Camp Coordinator (incident reports)
- Other duties as required

### Essential Functions

The summer staff Field Instructors are to provide a leadership role in a camp program. Field Instructors should express a true love and appreciation for outdoors and natural creation, and be able to work in an outdoor environment for long periods of time. He/she must have the ability to lift and carry equipment up to 35 pounds. (cooler, program equipment, etc), have the ability to observe and assess camper safety in all situations, and maintain high energy levels and enthusiasm for prolonged periods throughout the day. All staff members must be able to complete orientation and training, and complete a background check prior to the start of camp. Field Instructors should seek to understand the campers he/she works with and use the uniqueness of the camp setting and program to help fulfill the Project ASCENT mission and goals.

### Experience

Ideal candidates are certified professionals in education or wilderness work. Applicants with experience working with children with special needs will be preferred. Field Instructors will receive on-the-job training before camp begins. Applicants with no related experience will still be considered and will begin in a camp aide role to gain experience.