



Scouts
NSW

Scouts NSW

**Position
Description**

Activity

Instructor

Purpose of the position

Operating in a small team, the Activity Instructor is responsible for the facilitation of a variety of activities and program.

The Activity Instructor is required to engage with, lead, guide, educate, and supervise customers and activities at Cataract Activity Centre and/or Baden-Powell Activity Centre.

Reporting and Tenure

Direct Reporting Line

The Activity Instructors are direct reports to the Program Manager and/or Manager

Matrix Working Relationship Lines

Includes: Cataract Scout Park/Baden Powell Scout Centre guests, including school groups, community groups, other customers, Scouting groups, Centre Manager(s), Program Manager, Administration staff, Maintenance Manager, Caretaker, cleaning staff, catering staff, CSP Ranger teams and other Scouts NSW (New South Wales) volunteers, service suppliers (activities and elements specialists), Commercial Manager.

Responsibilities and duties

While carrying out the responsibilities of the role, the Activity Instructor will always uphold the purpose, principles, and values of Scouts Australia NSW, will adhere to the Adult Code of Conduct, and National and State policies and procedures.

The Activity Instructor role has specific Key Responsibility Areas which are set out as follows:

Key Responsibility Area 1: Facilitation of Activities and Supervision

- Lead and supervise Groups in outdoor activities, ensuring the safety of all participants.
- Supervise and organise Groups for meal times/dining.
- Address disruptive and/or inappropriate behaviour and apply the Centre's disciplinary procedures where required.

Key Responsibility Area 2: Camp Duties

- Keep the Centre clean and tidy, ensuring that all materials and equipment are packed away neatly and safely at the end of each activity, surfaces are wiped down and any litter or waste is disposed of appropriately.



- Help Groups with organising meals and camp sites, providing learning opportunities and guidance to Group Members on these topics.
- Serve meals where required.
- Inspect, ensure the readiness of, and report on activities equipment and structures per documented R&M procedures.
- Undertake cleaning duties as required.

Key Responsibility Area 3: Relationship and Team Work

- Develop and maintain positive public relations with local schools, groups, and authorities.
- Develop and maintain good relations with all participants, teachers, carers, and leaders.
- Work collaboratively with other members of the Activities team to ensure activities are supervised, smoothly run and safe for Members.
- Treat all participants with dignity and respect and observe professional boundaries.
- Recognise the needs of activity participants at various stages of development.
- Attend staff meetings, in-service courses, workshops, etc. as required.

Administration

Activity **standard operating procedures** are studied and signed off as read.

Collection/check **Liability Release Forms** from all participants from all groups that are participating and activities, not needed for Scout Member Groups.

Required Qualifications

Essential

- Completed tertiary qualification in Outdoor Education or related discipline, or appropriate industry experience.
- Current First Aid and CSP Certificates.

Required Work Experience and Skill

Essential

- A reasonable level of fitness to keep up with the physical demands of the role.
- Understanding of and ability to apply WHS (Workplace Health and Safety) principles.



Desirable

- Previous experience working with children and/or young people.
- Previous experience in an outdoor education / outdoor recreation role.
- Experience in Scouting.

Clearances

The Activity Instructor is required to hold a current Working with Children Check clearance, a National Police Check and have undergone a background check.

Acknowledgement and Agreement

Acknowledgement

I, _____ (employee name), understand the above job requirements, and that my fulfillment of these will form the primary basis of my performance reviews.

Employee Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____

Commercial Manager: _____ Date: _____

