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| Position Title: | Outdoor Recreation Instructor  |
| Position Type: | Full time |
| Location: | Doxa Malmsbury Youth Camp, Glenlyon  |
| Reporting Relationship: | Assistant Manager Malmsbury Camp |
| Remuneration: | $57,000 plus superannuation for the full -time role and PBI benefits |
| Reviewed: |  January, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**The Role:**

The role of the Outdoor Recreation Instructor is to facilitate programmes at the Malmsbury Camp. Our camping programmes are available to schools in low socio-economic communities during term and for children from disadvantaged backgrounds over the holidays. You will be part of a dynamic team creating positive and memorable experiences for our campers.

**Duties**

* Provide a fun, positive and inclusive camp experience.
* Liaise with clients: welcome and inform clients of rules and responsibilities (safety brief), direct clients to locations and conduct post activity debriefing sessions.
* Independently guide and instruct camp activities with a variety of client groups (including youth at risk, people with disabilities, and special needs groups)
* Work independently on a range of activities and in a variety of locations as required.
* Act as a first aid officer and co-ordinate responses to emergency situations if required.
* Ensure facilities are in excellent condition prior to group arrival and to maintain that condition for the duration of campers stay.
* To assist with general maintenance and grounds keeping when required.
* Act according to Standard Operating Procedures as documented in Doxa’s policies, procedures, and protocols at all times.
* Ensure all COVID camp policies and procedures are followed.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Proven knowledge and experience in delivering outdoor recreation programmes.
2. Good facilitation and communication skills.
3. Enthusiastic and positive disposition, with a passion for working with children and young people.
4. Excellent observational skills, with the ability to remain focused and attend to detail.
5. High level of integrity and professionalism.
6. Ability to relate well to a broad range of stakeholders including children, teachers and community groups.
7. Capacity to work independently and as part of a team.

*Special Requirements:*

* Hold a current Working with Children Check
* Undergo a National Criminal History Check
* Hold a current First Aid Qualification
* Hold a current Drivers Licence (prefer light rigid Bus licence)
* Have Low and High ropes conductor qualification (or similar)

*Desirable Criteria:*

* Low and High Ropes Supervisor
* Rock-climbing and abseiling qualifications
* Chief Warden or Warden
* Bus licence (light rigid or rigid)
* Cert IV or Degree or relevant industry experience

**Contact Person:**

For further information about the position, please contact Anthony Callaghan, Camp Manager or Sean Adam, Assistant Camp Manager on 03 5473 4230.

**Application Process**

Please send your written application including a covering letter and resume to hr@doxa.org.au by 12 midnight on March 14.