



Position Description

Job Title:	Activity Instructor
Reporting to:	Program Manager
Relationships:	CSP Centre Manager, CSP Maintenance Manager/ Caretaker, Volunteers, BPC Centre Manager, all customers of Baden Powell Centre (NPC) and Cataract Scout Park (CSP), Chefs, Caterers and Cleaners
Location:	Cataract Scout Park, Appin NSW Baden Powell Centre, Pennant Hills NSW

Purpose of the Position

Operating in a small team of other Activity Instructors, the Activity Instructors is responsible for the facilitation of a variety of activities and programs at the Park for all customers of Cataract Scout Park (CSP) and/or Baden Powell Centre (BPC). The Activity Instructor is required to engage with, lead, guide, educate, and supervise activities for BPC and CSP customers as they enjoy a variety of structured outdoor recreational and camp-site based activities.

Responsibilities & Duties

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/Park 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 (e.g. after meal times) 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: Relationships 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 adequately 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 different stages of development
- Attend staff meetings, in-service courses, workshops, etc. as required

Required Qualifications

Essential	Desirable
Completed tertiary qualification in Outdoor Education or related discipline, or appropriate industry experience.	
Current First Aid and CPR Certificates.	

Required Work Experience & Skills

Essential	Desirable
Previous experience in an outdoor education / outdoor recreation role.	Previous experience working with children and / or young people.
A reasonable level of fitness to keep up with the physical demands of the role.	Experience in Scouting.
Understanding of and ability to apply WHS principles.	

Core Competencies Required

Essential	Desirable
Previous experience in an outdoor education / outdoor recreation role.	Previous experience working with children and / or young people.
A reasonable level of fitness to keep up with the physical demands of the role.	Experience in Scouting.
Understanding of and ability to apply WHS principles.	

Key Performance Indicators

- Positive feedback from participants and their families, carers, teachers, and/or schools
- Participants are safe – participant injuries and near misses are to an absolute minimum
- Campsites and Centre kept clean, tidy and litter/waste free
- Equipment is packed away at end of each activity
- Equipment is used in its designated manner
- Activities are structured and meet educational goals