



**CHRISTIAN
COLLEGE**
G E E L O N G

OUTDOOR EDUCATION ADMINISTRATIVE ASSISTANT

Commencing Term 1, 2015, this full-time, ongoing position has recently become available at our Senior School Campus in Waurin Ponds, Geelong.

Applicants must be willing to lead camps and trips, manage outdoor equipment and support the teaching staff.

The successful applicant will need to possess a 'Wilderness First Aid' accreditation and a Certificate 4 in Outdoor Education/Recreation or a higher qualification.

A Bus Driver's Licence would be advantageous.

Applications should be forwarded to:

Senior School Campus Secretary
18 Burdekin Rd, Highton Vic 3216
j.weaver@ccg.vic.edu.au

CLOSING DATE: Wednesday, 22nd October 2014



**CHRISTIAN
COLLEGE**
G E E L O N G

POSITION DESCRIPTION:

Outdoor Education Assistant

Christian College Institute of Senior Education (Full time)

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College Community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectation of Duties

- leads and assists small groups in bushwalking, canoeing, rock climbing, cross country skiing, surfing, mountain bike riding and snorkelling with preparation, execution and safety standards maintained at all times
- organises supplies, repairs and maintenance of Outdoor gear for the purpose of maintaining items to meet work requirements and availability
- administers first aid and prescription medications to students for the purpose of providing emergency and necessary care in compliance with established guidelines. Maintain first aid kits to be ready for use at all times
- supports Outdoor Education Teacher and other assigned personnel for the purpose of providing assistance with their functions and responsibilities
- maintains accurate records of students and staff in case of emergencies
- proficient in basic Microsoft Word and Excel, emailing and photocopying
- participates in excursions, day trips and camps ensuring teachers are able to carry out their responsibilities
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Expectation of Skills

- Wilderness First Aid Certificate
- Working with Children Card
- good Administrative and organisational skills

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Organisational Relationships

- Reports to Mr John Tatnell, Director of Outdoor Education
- For educational functions reports to the Head of Campus

Purpose Statement

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Classroom Support Services. A copy of this Award is provided on the Fairwork Australia website at www.fairwork.gov.au.

The position is based on a 38 hour week with starting and finishing times to be negotiated with the Director of Outdoor Education.