



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

## **POSITION DESCRIPTION: OUTDOOR EDUCATION ASSISTANT CHRISTIAN COLLEGE INSTITUTE OF SENIOR EDUCATION**

### **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.

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### **Expectations of Duties**

- Participate as a group leader in all field components of bushwalking, canoeing, rock climbing, cross country skiing, surfing, mountain bike riding and snorkelling
- Administer tasks before and after programs
- Prepare and execute programs in line with risk management procedures that reflect current professional standards and practices which ultimately improve safety
- Manage the issues, logging and maintenance of equipment
- Administer first aid and prescription medications to students for the purpose of providing emergency and necessary care in compliance with established guidelines. Maintains first aid kits to be ready for use at all times
- Organise sessional staff in conjunction with faculty staff members.
- Participate in multi day programs, day trips and excursions, ensuring teachers are able to carry out their responsibilities
- Build good rapport with students, staff and administrations
- Liaise with staff to maintain accurate records of students and staff in case of emergencies
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Expectation of Skills**

- Sound knowledge of Microsoft application, Word and Outlook
  - 'Wilderness' First Aid Certificate
  - Working with Children Card
  - Good Administrative and organisational skills
  - Excellent communication skills
  - Thorough knowledge of outdoor education best practices
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## **Organisational Relationships**

- Reports to Director of Outdoor Education
- For educational functions reports to the Head of Campus



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Applications are invited from dedicated individuals who desire to work in a fine Independent College where academic excellence and Christian values are emphasized.

The following positions commence Term 1, 2016 and are based at one of the College campuses around Geelong:

- **OUTDOOR & ENVIRONMENTAL STUDIES TEACHER** *Years 7 to 9*
- **MIDDLE SCHOOL DANCE/DRAMA TEACHER** *Part-time 0.36  
6 month Maternity Replacement Position*
- **LIBRARY ASSISTANT**
- **OUTDOOR EDUCATION ASSISTANT**

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*Position descriptions can be found on the College website: [www.christiancollege.vic.edu.au](http://www.christiancollege.vic.edu.au)*

**Applications should be forwarded to:**

Secretary to the Principal  
18 Burdekin Rd, Highton Vic 3216  
[principal@ccg.vic.edu.au](mailto:principal@ccg.vic.edu.au)

**CLOSING DATE: Monday 26th October, 2015**