



**CHRISTIAN  
COLLEGE**  
GEELONG

## **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**

- participates as a group leader in all field components of bushwalking, canoeing, rock climbing, cross country skiing, surfing, mountain bike riding and snorkelling
- administers 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 administrators
- 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

## **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 the Director of Outdoor Education
- for educational functions reports to the Head of Campus

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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](http://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.

## **Please Note**

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the ‘Working with Children’, ‘Police Records’ and ‘Reference’ checks we consider necessary to ensure that we are recruiting and employing people of the finest character.