
JOB TITLE Outdoor Leadership Trainee

Purpose of role The fundamental responsibility of an Optimum Experiences Trainee is to lead groups in a manner that is enjoyable, educational and minimises risk. The key purpose is to facilitate a group desired outcome, be it educational or recreational. Take responsibility in the scope of your role for the performance, reputation, and growth of Optimum Experiences.

As well as facilitating programs, you will also be studying towards a Certificate 3/4 in Outdoor Leadership and completing components and assessments as outlined in the training package.

Qualifications & Experience

- *Current Wilderness/Remote area First Aid and CPR*
- Current NSW Working with Children's Check
- Current Drivers license (Manual preferred)
- Experience in outdoor activities (preferred)
- Experience working with children (preferred)

Main Duties and Responsibilities

Core Duties and Responsibilities

- To help ensure the smooth and successful running of all programs.
- Learn to deliver the specified educational outcomes and create opportunities for transferable learnings for participants on client programs.
- Learn to create and maintain a welcoming, inclusive, and safe environment for all clients.
- Develop and maintain effective professional relationships with the client staff members and other support staff (internal and external) while on programs.
- Learn to be flexible and adaptable in program delivery, responding to situations as they arise in line with company policy and client expectations.
- Take reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct.
- Participate in meetings, training and other health, safety and environmental activities, as required.
- Adhere to Optimum Experiences dress code.

Trainee Responsibilities

- Learn to and lead groups in compliance with Optimum Experiences risk management policies and practices.
- Learn to, practice and teach minimal impact to the environment, encourage discussion and behaviour that promotes these principles
- Develop your understanding and practice of maintaining and promoting the welfare of the group. Using colleagues and senior Outdoor Educators as needed to resolve conflict and develop a positive group climate to overcome program challenges.
- Demonstrate duty of care to clients in relation to their physical and mental wellbeing.

- Learn to deliver the specified educational framework and facilitate a transfer of learning to the participants' home and school environment as part of the 'entire experience'.
- Continuously develop your skills to facilitate effective group interaction and individuals learning in a supported environment.
- To assist or run Optimum Experiences activities at a variety of venues. For a variety of clients.
- To complete Certificate 3/4 in Outdoor Leadership course requirements, as outlined in the course package.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Fulfil other duties as required by management and other department personnel as requested/required.

Skills & Competencies

Teamwork

- Actively promotes teamwork to obtain common goals while encouraging individual contributions.
- Willingness to share information.
- Able to work through conflict.
- Willingness to take responsibility for team actions.
- Contributing to the positive work culture.

Communication

- Communicates effectively with stakeholders.
- Ensures stakeholders have the information they need to make decisions.
- Clearly states what is expected from others.
- Clearly expresses thoughts and ideas.
- Maintains a constant flow of information.

Problem Solving

- Is resourceful when looking for ways to resolve an issue or source relevant data to understand the problem.
- Able to identify root causes

Time management / organisation

- Manages own time effectively.
- Plans, organises, and controls multiple responsibilities and resources to achieve objectives.
- Develops and is accountable for work plan and ensures that assigned tasks and responsibilities are accomplished in a timely, cost-effective manner.

Personal attributes

- Professional approach.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Passion for the outdoors
- Positive approach to change.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.