

# Trainee Outdoor Leader

## Position Description



## About YMCA Victoria

At the Y, we believe in the power of inspired young people. A community not-for-profit organisation with 17 million participations annually across Australia. 8,000 staff and volunteers serve at more than 150 locations every day. We partner with government and private capital to deliver programs and services that include community recreation, adventure and stadium sports, camping, learn to swim, children's programs, early learning, youth services, retirement living, disability services and social enterprises.

**“Amplify Your Voice. Shape Our Community. Challenge Our World.”**

*YMCA Victoria Vision 2025*

## Position Details

<b>Entity</b>	YMCA Camping Ltd Note: This entity does not have PBI stats.	<b>Terms and Conditions of Employment</b>	Fitness Industry Award
<b>Division/Department</b>	All YMCA Camp Locations	<b>Classification</b>	National Training Wage
<b>Position Title</b>	Trainee Outdoor Leader	<b>Position Reports To</b>	Manager or Designated Supervisor
<b>Total Staff Responsibility (direct and in-direct)</b>	N/A		
<b>Direct Reports</b> <input type="checkbox"/> N/A			
<b>Key Internal Relationships</b> <ul style="list-style-type: none"><li>• Program Team</li><li>• Maintenance and grounds staff</li><li>• Kitchen staff</li><li>• Administration staff</li></ul>		<b>Key External Relationships</b> <ul style="list-style-type: none"><li>• Client Groups</li><li>• Other trainees within the course</li><li>• Box Hill Institute - Staff</li></ul>	

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## Position Purpose

The Trainee Outdoor Leader will be part of specific campsites program team. The role of the Trainee will be the direct delivery of activities to school and community groups; ensuing student-learning outcomes are achieved. The Trainee will learn “on the job”, how to facilitate camp activity programs to a diverse range of campers who are mostly school students, communicate with school teachers and group leaders, follow risk management procedures, and undertake program equipment maintenance.

As a Trainee, you will be multi skilled and capable of undertaking duties in other areas within the camp operations outside the program when required e.g. assist with duties in the areas of light cleaning, maintenance and general kitchen assistant roles. As the year progresses and your leadership skills develop, you will have the opportunity to undertake the role of “Key Leader”. This is an important leadership role that involves liaising between the camp and the visiting group, ensuring all their needs are met and camp program is coordinated.

Most importantly, the Trainee will have a commitment to YMCA values of Respect, Responsibility, Caring and Honesty. The Trainee will be committed to ensuring a positive camp experience is provided for all campers.

## Traineeship Program Information

The traineeship program enables participants to undertake a Certificate III or IV in Outdoor Leadership, whilst working as part of the Camp Program Team. Most of the training is conducted on the job, however there are compulsory periods of structured training (during all school holiday periods) that will occur at training venues around the State, including Great Ocean Road, Grampians, Goulbourn River, and at other destinations throughout Victoria. Training will be managed by Box Hill Institute. YMCA Camping will pay the course fees and associated enrolment fees.

Our trainees will form part of a group of trainees from across other Victorian Outdoor organisations.

### Start and completion dates

The Cert III or IV traineeship is an 11-month commitment, commencing on, or around, the 20<sup>th</sup> January 2023 (TBC) and concluding in mid-December 2023.

### Traineeship time commitment

Time away from the workplace to undertake the direct training component of the traineeship through Box Hill Institute is a compulsory part of the traineeship. These training blocks will occur during the January, April, July and September school holidays and occasionally at other times during the year, involving some expeditions in remote areas. You will be required to participate in training field trips that may vary in length from 3 – 7 days.

### Course Content

Units consist of core and electives required to be completed to obtain the qualification. The elective units undertaken will be those that are of relevance to the workplace. These may include Wilderness First Aid, Canoe flat-water guide, Challenge Ropes course instructor, Bushwalking and navigation guide, and Mountain Biking Skills.

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### Transport

The Trainee will be responsible for their own transport to training venues and destinations. Where possible, we encourage carpooling with other trainees to training trips. YMCA will cover the cost of travel to training venues as part of structured training program.

### Eligibility

To be eligible for the traineeship, you must be an Australian citizen or permanent resident.

## Key Result Areas (Primary Responsibilities)



### 1. People Leadership

- Facilitate camp activity programs for school groups and diverse community groups
- Develop new initiatives at the workplace that will add value to the camp program

### 2. Customer Service

- Provide high level of customer service by building strong partnership between the camp and client group through excellent verbal communication skills and delivery of program excellence
- Deliver camp program ensuring the highest level of quality and safety is achieved
- Ensure camp programs meet desired learning outcomes for each group

### 3. Risk Management

- Ensure all program delivery is carried out in accordance with the YMCA written program procedures and risk assessments, based on minimum Australian Adventure Activity Standards
- Maintain program equipment in accordance with the YMCA's cyclical program maintenance plan
- You will be responsible for the safety of all participants throughout the delivery of YMCA programs

### 4. Program Development

- In consultation with the Program Coordinator, undertake a program development project

### 5. General Duties

- Assisting in other functions within the camp, including:
  - Cleaning – assisting with light cleaning duties at each changeover of groups

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- Maintenance – general help with grounds and buildings when required
- Catering – assistance when required
- Administration duties as directed

### Mandatory Pre-Requisite Qualifications

These must be maintained as a requirement of continued employment, at the employee's expense.

- Current Working with Children Card, or approved equivalent.
- Satisfactory National Criminal History Records Check, and International Police Records Check (if applicable)
- Current Drivers Licence

### Capabilities and Behaviors

- Demonstrates YMCA Victoria values - Respect, Responsibility, Caring and Honesty
- Promotes and accepts personal accountability to better influence those around them
- Provides continuous feedback and clarity of messages within the team
- Performs in a way that inspires and motivates the team to do their best
- Supports a culture of continuous learning and development across the team
- Demonstrated Leadership experience involving working with children e.g. leadership position at school or within a sporting or community based organisation
- Boundless enthusiasm and energy for working with young people
- Good verbal communication skills
- Ability to apply initiative and demonstrate leadership

### Personal Attributes

- Desire to work with young people in the outdoors, in all weather conditions
- Desire to use the outdoors as an educational medium
- Enjoy outdoor activities and outdoor living
- Have drive and commitment to grow personally
- Reasonable level of fitness to participate in outdoor activities
- Are dependable and work well in teams
- Have a strong desire to develop themselves, others, and their community  Are adventurous and fun loving

### Leadership Capabilities

- We believe leadership is an important part in every person's role at YMCA Victoria We believe that all people at the Y have leadership responsibilities. This may be in leading themselves, teams, functions, or the organisation.

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### Safeguarding Children and Young People

You will be required to display leadership and commitment within the organisation with the YMCA Safeguarding Children and Young People Policy at all times. You must;

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures
- Participate in safeguarding children and young people training as directed
  
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ communities and those with disabilities

### Health, Safety and Environment

You will be required to promote a positive safety culture by contributing to health and safety consultation and communication and through active participation in the reporting of hazards, incidents and near misses. You will take reasonable care for your own health and safety, and for the health and safety of others, and adhere to the YMCA's various policies, procedures, work practices and standard operating procedures.

### Conditions of Employment

- This position is in accordance with the terms and conditions of the 2015 YMCA Staff Agreement.
- This position will be paid in accordance to the National Training Wage ☐ The successful applicant will be subject to a Police Records Check.
- This Trainee position is for 11 months duration, commencing 23rd January 2023 (TBC).
- Typical Hours of work for program team (this may vary from site to site and as bookings and demand varies – specific hours for each site will be discussed at interview):

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Monday	9.00am – 5.15pm
Tuesday	8.45am – 5.15pm
Wednesday	8.45am – 5.15pm
Thursday	8.45am – 5.15pm
Friday	8.45am – 3.00pm

**Date PD created or revised:** November 2022

### Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

**Your Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Full Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_