



LIVE THE OUTDOORS



**Cave Hill Creek - Live The Outdoors**  
110 The Glut Road, Beaufort, VIC, 3373  
Phone: 03 5349 7381  
Email: [info@cavehillcreek.com.au](mailto:info@cavehillcreek.com.au)

# POSITION DESCRIPTION

**POSITION TITLE:** Activity Instructor Full Time

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**PREPARED BY:** Angela Chandler

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**DATE:** 17 February 2021

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## 1. Position summary

A brief summary of the purpose or role of the position.

Cave Hill Creek is Australia's leading group accommodation and outdoor recreation venue. We specialise in hosting camps, walks, adventures and weddings. Set in stunning lake and bush setting, Cave Hill Creek is situated on 40 hectares surrounded by the Mt Cole State Forest, and located only 15 minutes from Beaufort. Camp programs include facilitated or teacher led school camps, camp outs and guided walks on the Beeripmo Walk. Holiday camps for kids 8-14 are a feature of the school holidays. A fun and challenging range of outdoor activities include abseiling, archery, bouldering, bush cooking and camp fires, bush walking, camping, canoeing, low ropes and initiatives, fishing, hut building, bike riding, orienteering/map reading, raft building and swimming.

Cave Hill Creek is an accredited Camp and Adventure Operator, Parks Vic Licensed Tour Operator. Central to all our camps is a culture of child safety. This safety culture extends to all guests and staff.

Activity Instructors are passionate outdoors enthusiasts, ready to inspire a new generation of young people. They will be professional and motivated and able to work as part of Cave Hill Creek's outdoor team to deliver exceptional residential and journey-based programs.

## 2. Activity profile

The primary activities of this position are:

- Outdoor activity instruction to groups (predominantly school children) in abseiling, canoeing, high ropes elements, swimming, raft building and bike riding or other activities as required.
- Lead expedition groups, and guided walks on overnight hikes. In conjunction with the Outdoor Program Manager, contribute to planning, organisation and logistics for these programs.
- In conjunction with the Outdoor Program Manager, plan, instruct and undertake a leadership role at Cave Hill Creek's Holiday Camps,
- Assist in developing activity programs for school groups to actively participate in the key organisational aspects and delivery of Cave Hill Creek Holiday Camp.
- Ongoing maintenance of all buildings, plant and equipment, and grounds.
- Regular inspection and maintenance of outdoor activities and associated equipment (including bikes, abseiling equipment, canoes, ropes course, bouldering wall, archery, bush cooking, hiking equipment) after use. Work with and supervise other contractors engaged to service activities and equipment (E.g. bikes).
- Undertake regular essential service checks and maintain essential services log
- Maintain an organised, clean and tidy workshop
- Kindling and firewood collection
- Assist with venue set up as required (incl. erection/pack up of tents/marquees/ functions)
- From time to time work on special projects (e.g. construction of a new activity etc.) and contribute ideas to improve facilities and efficiency.



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### 3. Responsibility profile

The primary responsibilities for this position are:

- to instruct specialised outdoor activities and lead activities / groups as part of fully facilitated camp programs and expeditions to ensure campers and guests experience a memorable and enjoyable stay at Cave Hill Creek.
- to assist in planning and preparation of expedition programs,
- provide programming assistance, and conduct meet and greet sessions with clients as required,
- to work as part of the core team to develop and deliver Cave Hill Creek Holiday Camps,
- act as a role model and mentor to new and existing Cave Hill Creek employees,
- assist in maintaining and keeping organised outdoor equipment storage and storage areas,
- assist in maintaining all buildings, plant and equipment, grounds, outdoor recreation activities and equipment,
- to ensure compliance with relevant laws, regulations and standards for commercial accommodation and outdoor recreation activities, and
- to uphold Cave Hill Creek values and Code of Conduct for Working with Children at all times.
- the ability to work unsupervised and to use initiative is essential.

This role may also be engaged to fulfil the roles and duties outlined in the Position Description for Holiday Camp Counsellors.

### 4. Organisational profile

This position reports to: Outdoor Program Manager

Indirect reports to this position are:

This role may act in a mentoring capacity to Activity Instructors Level 1/ Holiday Camp Counsellors.

### 5. Qualifications and experience profile

The following qualifications are necessary for this position:

Certification / experience in some or all of the following an advantage but not essential:  
Outdoor Education (Cert III, Cert IV, Bachelors, Masters) or Teaching  
Certification and log book for top rope, swift water rescue, surf bronze, mountain biking abseiling, canoeing, swimming, high ropes & bike riding instruction  
Senior First Aid (Senior, Remote, Wilderness)  
Drivers Licence

The following experience is necessary for this position:

- Demonstrated experience in Abseiling, Canoeing, Swimming, High Ropes and Bike Riding experience
- A good level of physical fitness is essential.

### 6. Conditions

The following conditions apply to this position.

Cave Hill Creek uniform including cap, shirt and jacket will be supplied. All meals are provided whilst at Cave Hill Creek. Where an employee is required to stay overnight to perform their role, shared accommodation and meals will be provided, and an overnight allowance paid.

Time in lieu may be approved for overtime and weekend work. This must be approved by the Director or Outdoor Operations Manager. Overnight allowance are paid in recognition that there may be reasonable additional work out of hours due to the nature of this work.