



PROGRAM FACILITATOR **POSITION DESCRIPTION**

Reports to:	Program Facilitator
Remuneration:	Level 1 - 2 OutBeyond Program Facilitator Rates
Employment Type:	Casual
Location:	Melbourne based with regional elements

INTRODUCTION

OutBeyond is a leading youth leadership and development organisation specialising in delivering outdoor education programs to student groups in Australia and abroad.

We aim to be the leading Australasian experiential travel provider that schools prefer, parents trust, and young people remember forever. We deliver school camps, study tours, leadership programs, holiday camps, outdoor education programs and Duke of Edinburgh programs to schools, educational organisations and community groups. We provide safe, student-led experiences in outdoor, educational and recreational environments.

OUR VALUES

- Leadership
- Responsibility
- Respect
- Excellence

POSITION SUMMARY

Our program facilitators bring the students on an OutBeyond journey, experiencing and learning the lessons of the outdoors. Their purpose is to provide safe, student-led experiences in unique outdoor educational and recreational environments. They are engaging, fun loving and aren't afraid to get their hands dirty to provide our young campers with memorable and life changing experiences.

We are looking for 'go getters', helping students learn and grow in a safe, fun, outdoor environment.

As an OutBeyond program facilitator you:

- are a leader, mentor and role model for the young community
- can comfortably and confidently facilitate, lead and engage groups of students
- communicate effectively with a diverse range of stakeholders: students, teachers and colleagues
- champion safety - if it's not safe we don't do it
- bring the team with you - "one in all in" mentality
- are engaging, can play, laugh and bring the fun
- have flexibility with working hours
- have prior experience one or more of the following sectors: education, sport and recreation, outdoor adventure and/or tourism.



MAIN ACTIVITIES OF THIS POSITION

Activities	Description of activities and responsibilities
Program Delivery	<ul style="list-style-type: none">● Adheres to OutBeyond's ChildSafety and Code of Conduct Policies● Safety directs all programs, activities and behaviours● Lead and facilitate group of students for duration of program while monitoring group well being● Guide students through a planned and prepared itinerary● Well developed time management to ensure optimal program delivery● Deliver the educational, operational and logistical aspects of OutBeyond's programs.● Deliver OutBeyond's our unique leadership program● Conduct the end of day program briefings● Accurate complete and maintain all compliance registers and logbooks
Stakeholders/ Relationships	<ul style="list-style-type: none">● Conduct yourself in a professional manner with all stakeholders: suppliers, accommodation providers, teachers and students. Be respectful, kind and courteous at all times.● Work collaboratively with team members to ensure programs meet required standards of delivery● Present and promote OutBeyond programs to School Principals, Teachers, Parents and Students

EXPERIENCE

- Outdoor Recreation or Education qualifications or minimum of one year working in the Outdoor sector
- Knowledge of outdoor safety policies and standards (AAS)
- Awareness of safety and risk management practices
- Experience working in a customer service-oriented environment

COMPETENCIES (KNOWLEDGE, SKILLS AND BEHAVIOURS)

- Deliver high quality customer service to internal and external stakeholders
- Work cooperatively and effectively within the team and the organisation
- Ability to take the lead when required, problem solve, and manage multiple tasks simultaneously.
- Communicate professionally and effectively with a diverse range of groups including: principals, teachers, parents, students and suppliers, contractors, and agents.
- Ability to provide a welcoming, inclusive environment for all staff and participants.
- Be professional at all times demonstrating the values of the organisation



OutBeyond

Education beyond the walls of the classroom

OutBeyond

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QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Essential Qualifications:

- Current Driver's License
- Level 2 First Aid or Wilderness First Aid Qualification (preferred)
- Working with Children Card (or willing to obtain)
- National Police Check

Other Qualifications (desirable):

- Bachelor of Education or proven equivalent experience
- Certificate III in Outdoor Recreation
- Surf Lifesaving Qualification (Bronze Medallion)
- Austswim Qualified
- Individual Adventure Activity Qualifications (rock climbing, kayaking, surfing, rafting, mountain biking)
- Bus Licence - MR or HR (or willing to obtain)
- Food safety and handling certification

SUPERVISION, REPORTING AND ACCOUNTABILITY

The **Program Facilitator** reports to the **Program Coordinator**

EMPLOYMENT CONDITIONS

OutBeyond operates inline with industry recruitment and induction standards. OutBeyond is an Equal Opportunity Employer. Regional travel and occasional weekend work are required for this position. OutBeyond is committed to being a 'child safe' organisation.