

## Position Description – Adventure Education Facilitator

**Location:** Horizons Unlimited Ltd Christchurch

### Context

Horizons Unlimited Ltd. is a dynamic privately owned business based in Christchurch. The company contracts a number of staff to develop and deliver a variety of services. These include:

- Adventure education programmes
- Youth development programmes
- Corporate training and development
- Outdoor Emergency Care programmes – for the outdoor adventure industry.
- Safety management system development and auditing services

Horizons Unlimited has forged a strong reputation within the training industry (in particular the adventure training industry), for delivering effective, high quality services and programmes, for being thorough, professional, innovative, entrepreneurial and for working closely with all parties involved to add value.

### Purpose

The primary purpose of this role is to provide quality learning opportunities for groups of Adventure Education students in a variety of outdoor settings.

### Key Responsibilities

On Horizons Unlimited journey programmes, Adventure Education Instructors are responsible for:

- Being an instructor and leader to a group (8 – 12) of students i.e. an instructor, mentor, ‘pastoral carer’, facilitator, leader to them.
- Developing basic outdoor skills within this group – through teaching, facilitating, a variety of activities such as; camping raft building, rock climbing, abseiling, tramping and mountain biking.
- Supervising students around the campsite and teaching them camping skills as well as facilitating them through their activities each day.

On Horizons Unlimited Ropes Course and Adventure Based Learning programmes. Instructors are responsible for:

- The delivery of specific programmes.
- Preparation, planning, and follow up associated with the delivery detailed above.

The workload is between 4 - 6 days/week, approximately 70% of programmes will include an overnight component, and most of these overnight programmes will be journey based and involve tenting.

In 2017 the team will consist of 9 delivery staff, many of these staff are returning from a previous year. To enable us to provide quality and continuity to our clients and foster a strong

team culture we prefer staff who are likely to be available for more than 1 season. We have close working relationships with several international outdoor education providers and are happy to assist in finding work for you during our ‘off season’

### Role Relationships

Critical to the success of this role is the ability to deliver outcomes through productive relationships with others. Important role relationships are:

#### Internal

Programme Manager  
Horizons core team members  
Other instructors and field staff

#### External

Students and teachers  
Other customers  
Equipment, resource and venue suppliers  
Other stakeholders (umbrella and industry organisations, industry employers)

### Qualifications, Skills and Experience

Required:

- Outdoor Instruction skills and experience.

For entry level (assist) Instructors	<ul style="list-style-type: none"> <li>▪ NZOIA leader award in abseil, rock or bush.</li> <li>▪ Experience running adventure based activities with clients.</li> <li>▪ First Aid Certificate</li> <li>▪ Risk Management Certificate or Experience</li> <li>▪ Some tramping and camping experience.</li> </ul>
For Instructors	<ul style="list-style-type: none"> <li>▪ NZOIA level 1 award</li> <li>▪ Ropes Course Facilitators Certificate.</li> <li>▪ (plus above requirements)</li> <li>▪ Some previous outdoor instruction employment.</li> </ul>
For Lead Instructors	<ul style="list-style-type: none"> <li>▪ At minimum of two NZOIA level one awards. (level 2 preferable)</li> <li>▪ (plus above requirements)</li> <li>▪ 4098 unit standard in assessing or Certificate in Adult Teaching.</li> <li>▪ Pre Hospital Emergency Care (PHEC).</li> <li>▪ Logistics, planning and operations experience</li> <li>▪ Demonstrated ability to lead a team in the field, including providing feedback to other staff</li> </ul>

- Current full driver’s license.
- Police clearance to work with children (we can arrange this).

### Remuneration/Terms of Contract

The rates of payment and terms and conditions for contracts are set out in “Contract Details” for the relevant contract. Remuneration varies based on the experience level of the instructor and qualifications held.

## Horizons Employment matrix

Please note that Horizons place equal importance on these attributes

	Pay	Technical skills / Activity Competency	Experience	Interpersonal Skills
Level 1 (requires support)	\$155	NZOIA leader award in abseil, rock or bush (or equivalent competence as assessed and attested externally) Ropes Course Facilitators Certificate. Outdoor First Aid Certificate Risk Management Certificate Operates at <b>assist</b> level on Horizons competency matrix	Experience running adventure based activities with clients. Some tramping and camping experience.	Bubbly, positive personality and able to engage and connect with students and teachers.
Level 2 (competent)	\$160	Operates at <b>instruct</b> level on Horizons competency matrix		
Level 3	\$170	NZOIA level 1 award in either rock, bush or kayak (or equivalent competence as assessed and attested externally)	Some previous outdoor instruction employment (approx one season)	As above, and demonstrates maturity, clear decision making, and clear communication
Level 4	\$180	Operates at <b>lead</b> level on Horizons competency matrix	Multiple seasons' experience in the industry under a range of employers	As above. Capable leader, able to see the big picture
Level 5	\$200	At minimum of two NZOIA level one awards. 4098 unit standard in assessing or Certificate in Adult Teaching. Pre Hospital Emergency Care (PHEC). Operates at <b>train</b> level on Horizons competency matrix	Logistics, planning and operations experience Demonstrated ability to lead a team in the field, including providing feedback to staff	Very strong capability in the following areas: Leadership, role modelling, customer service, staff support and development



### **Horizons Competency Levels:**

**Assist** Works under direct supervision of a lead or a train.

**Instructor** Can lead/teach independently, at industry standard ratios. at a given site following induction and competency checking. Equivalent to NZOIA Leader.

**Lead** As per instructor, but can operate at any site without specific induction. Equivalent to NZOIA 1.

**Train** Can teach others to lead/instruct/facilitate. Can also assess and provide industry expert advice. Equivalent to NZOIA 2.