<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Outdoor Education Assistant – King Island</th>
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<tr>
<td><strong>Work Area</strong></td>
<td>Outdoor Education</td>
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<tr>
<td><strong>Primary Campus</strong></td>
<td>Grassy Campus – King Island</td>
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<td><strong>Classification</strong></td>
<td>Employed pursuant to the Ballarat &amp; Clarendon College Enterprise Agreement 2013-2016</td>
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<tr>
<td><strong>Employment Type</strong></td>
<td>Fixed Term - Full time</td>
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**Purpose of position**

To assist in the smooth running of the Clarendon King Island Program and participate in all relevant activities and program requirements.

**Position environment**

The King Island Outdoor Education Assistant is directed by the Head of Grassy Campus and operates within the Clarendon Outdoor Education Program.

**Reporting relationships**

The King Island Outdoor Education Assistant reports to the Head of Grassy Campus, King Island.
**Main Duties**

- Planning, preparation and instruction of all outdoor activities conducted within the King Island Program, including but not limited to, day and night excursions, extended overnight hikes, swimming, surfing, snorkelling, canoeing, fitness sessions.
- Preparation of and packing up of equipment and food for overnight hikes and other related activities.
- Preparation, cleaning and maintenance of equipment used for a range of educational activities.
- Participate in and/or provide support to overnight hikes through organising and distributing equipment, food and other essential items.
- Provision to students and staff of first aid as required and ensuring relevant documentation is completed accurately.
- Administrative support in the office through: reception work, filing, sending/receiving faxes, other administrative tasks as required.
- Instruction and/or supervision of students in domestic duties such as cooking and cleaning, and with campus based tasks such as cleaning buildings and vehicles.
- Supervision of student study sessions and/or learning and social activities.
- Any other duties as required for the conducting of this educational program in a full-time residential setting, including overnight supervision.

**Essential Behaviours**

- Serve as a positive role model for students through appropriate action and behaviour.
- Co-operate with all Clarendon policies and procedures and take all reasonable care that their actions or omissions do not impact on the health and safety of others in Clarendon.
- Demonstrate knowledge of the principles of anti-discrimination and equal opportunity legislation and how they apply in a workplace. Able to describe the principles of equal opportunity and valuing diversity.

**Key Selection Criteria**

- Relevant Outdoor Education qualifications either through TAFE or University training or equivalent.
- Senior Level First Aid essential, and willingness to obtain Remote Area First Aid.
- Previous experience in the facilitation of Outdoor Education experiences.
- Previous experience working within a residential campus an advantage.
- Strong work ethic and commitment to the education of students.
- Proven ability to use initiative to solve problems and issues.
- Ability to be flexible and adaptable with regards to work duties and requirements.
- Capacity to act as a role model while interacting with students at all times.
- Genuine desire to actively participate in program and team activities.
- Professional and friendly approach to work tasks and other employees and students.