

POSITION DESCRIPTION



METHODIST
LADIES'
COLLEGE

Outdoor and Environmental Educator

Reports to:	
Outdoor and Environmental Education Coordinator	
Department/Section:	
Outdoor and Environmental Education	
Key Relationships:	
Internal • Outdoor and Environmental Education Coordinator • Staff • Students	External • Parents • School Community
Qualifications, Skills and Experience:	
Essential: • Degree in Outdoor Education or equivalent • Experience coordinating school based Outdoor Education Programmes • Experience in Group Leading in a wide variety of locations • Extensive experience working on expedition style Outdoor Programmes • Experience working with Indigenous Australians in an Outdoor Education context • Extensive personal outdoor adventures in a variety of environments and passion for promoting environmental sustainability • Highly developed communication and interpersonal skills, and the ability to build and maintain positive professional relationships with colleagues, students, parents and the general public • Excellent analytical and problem solving skills • Strong administrative and IT skills, with knowledge of the Microsoft suite of products • Ability to work autonomously and collaboratively as part of a team • Wilderness First Aid qualification • Water safety / rescue qualification • Working with Children Check Card • National Police Clearance, less than 12 months old Desirable: • Current Western Australian Light Rigid vehicle licence with F class endorsement, or the ability to obtain • TRBWA Registration	
Role Responsibilities:	
• Outdoor Educators are responsible for all students assigned to their care. • Maintain close and thorough communication with parents concerning the welfare of their child. • Mentor externally appointed Group Leaders, ensuring that high standards are met, all	



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documentation is up-to-date, and risk is managed effectively to ensure student safety.

- Ensure that all supervised staff have knowledge of, and abide by MLC's Child Protection policies and guidelines, to provide a child safe environment.
- Demonstrate exceptional planning and implementation of the Outdoor and Environmental Education Programme, and contribute to further development and improvement of programs.
- Effective use of internal and external data to review and continuously improve programmes.
- Contribute to management of logistics on program, as well as continuously assess risk.
- Maintain all required documentation for the Outdoor and Environmental Education Programme.
- Attend staff planning and professional learning and development days throughout the year.
- Maintain professional confidentiality at all times.
- Encourage students to be active participants in the co-curricular life of the College, and enable activities to be pursued in a manner consistent with MLC values.
- Ensure that all equipment is accounted for and regularly maintained.
- Perform other duties as directed by the Outdoor and Environmental Education Coordinator.
- Demonstrate a commitment to promoting and representing MLC's Vision, Mission and Values at all times.

Terms of Appointment:

Load: Full-time (1.0 FTE) fixed term