



North Canterbury Alpine Trust

Instructor Progression

- Instruction Staff begin at Trainee pay level as support and supervision are still needed.
- They will move up to Level 1 when all necessary management and core competencies have been achieved and they can work solo.
- Further advancement depends on experience, performance, commitment and qualifications.

OVERVIEW OF INSTRUCTOR LEVELS

Trainee instructor (TI)

Usually follows on from the Intern Course or entry level instructors with less than one seasons experience at an outdoor centre. e.g. Entry level instructors who have not completed all Induction competencies and require supervision. This level recognises that further support, mentoring and logged hours are required before all the main programme activities can be run safely without supervision.

Instructor 1 (I1)

Entry level for any new staff who have achieved all necessary induction and competencies, prior to appraisal or further assessment. E.g. Instructors with one or two seasons experience and no relevant NZOIA L1 or equivalent qualifications. All main programme activities can be run safely and without supervision. Activities can be debriefed to facilitate individual and group learning.

Instructor 2 (I2)

Experienced instructors/facilitators who have had a successful appraisal or assessments. e.g. Instructors with relevant NZOIA L 1 or equivalent qualifications and a range of experience over several seasons. All main programme activities can be run safely and without supervision plus extra competences. Facilitation follows ABL principles, is to a high standard and successfully promotes individual and group learning. Membership of outdoor sector professional organisations is desirable (e.g. NZOIA, NZRA etc.). Can assist with training.

Senior Instructor (SI)

In addition to Instructor 2 skills, this level recognises length of service and commitment to BROEC, the ability to lead others in staff training and leadership/mentoring on the Intern Course. e.g. A Senior Instructor will have a wide variety of experience in the outdoors, both professionally and personally, over many seasons, and be able to contribute to the development of the centre and procedures. They will hold one or more relevant NZOIA L1 and L2 or equivalent qualifications and be a member of relevant outdoor sector professional organisations.



Instructor: Position Description

Position:	Instructor
Employed by	The North Canterbury Alpine Trust Board
Responsible for	Instructing in and facilitating outdoor education and outdoor recreation programmes at the Boyle River Outdoor Education Centre
Location	15km south of Lewis Pass, 55km from Hanmer Springs
Reports to	Centre Manager
Functional Relationships	Other staff
	Clients including student and school staff

Key Tasks	1. Provide safe and enjoyable instruction for the range of activities at BROEC
	2. Maintain safety and supervision standards in the outdoor activities, which are in accordance with the NCAT SMS, current national standards and current accepted professional practice.
	3. Promote the Boyle River Outdoor Education Centre as a centre of excellence
	4. Contribute to the operation of the Centre as requested by the Centre Manger
	5. Undertake personal development



Instructor Key tasks	Key deliverables/outcomes
1. Provide safe and enjoyable instruction for the range of activities at BROEC	<ul style="list-style-type: none"> • Be competent to instruct and facilitate in ropes courses, rock climbing, tubing, river walks, abseiling, orienteering, group initiative problem solving activities, tramping, camping, navigation, environmental awareness, water activities etc. • Support your colleagues in delivering high quality courses at the Boyle, and have cooperative and conciliatory approach to relationships. • Adopt an appropriate and flexible leadership style and take responsibility for your clients and staff. • On courses offering assessment against Unit Standards - mark any written work, assess and/or gather evidence of competency, moderate your judgements by check-marking and contribute to Boyle moderation meetings. • Be responsible for mentoring other staff by providing a positive role model, and instruction, supervision and feed-back as required by the Centre Manager. • Carry out Duty Instructor roles as required by the programme. This may be camping out or at the Lodge. Be prepared to manage an emergency
2. Maintain safety and supervision standards in the outdoor activities, which are in accordance with the NCAT SMS, current national standards and current accepted professional practice.	<ul style="list-style-type: none"> • Provide a good role-model of risk management • Report all incidents or near misses, and participate in their review and consequences for practice. • Contribute to NCAT safety policies and procedures; aim for continuous improvement in safety and teaching. • Be conversant with the SMS documents, current national standards and accepted professional practice. • Take all practicable steps to identify and manage the physical and psychological risks and hazards associated with the activities, the groups, the equipment and the environment. Report any workplace hazards and Incidents.
3. Promote the Boyle River Outdoor Education Centre as a centre of excellence	<ul style="list-style-type: none"> • Respect the environment and promote 'Leave no trace' principles through your actions and teaching. • Monitor programme effectiveness and record and report client satisfaction



Instructor Key tasks	Key deliverables/outcomes
4. Contribute to the operation of the Centre as requested by the Centre Manager	<ul style="list-style-type: none">• Carry out other duties and maintenance for which you are competent, as delegated to you by the Centre or Programme Manager• Engage in staff meetings
5. Undertake personal development	<ul style="list-style-type: none">• Carry out both self and peer reviews of performance and commit to ongoing self- improvement.• Keep a personal log of instruction and work towards obtaining national qualifications.• Stay updated on industry trends and best practices in outdoor education• Participate positively in regular appraisals• With the Centre Manager develop a professional development plan to maintain currency in qualifications, skills and knowledge



Instructor: Person Specification:

Education and Qualifications:

- NZOIA qualifications (or the equivalent)
- Current First Aid certificate
- Full Driver Licence
- NZ residency or a valid NZ work visa

Experience:

- Experience in work situations, preferably in the outdoors

Technical Skills:

- Be a capable outdoor instructor,
- Have knowledge of safety regulations and best practices related to outdoor activities, and proficiency in risk assessment and management in outdoor environments
- Be familiar with outdoor activity equipment and maintenance procedures
- Be up-to-date with current outdoor education practices, future trends in education and adventure-based learning.

Leadership and Interpersonal Skills:

- Facilitation abilities with the capacity to inspire and motivate others and build leadership capability.
- Excellent communication and interpersonal skills
- Ability to build and maintain positive relationships with groups
- A collaborative and inclusive approach, valuing diversity and promoting equal opportunities.
- A strong commitment to professional development



Passion and Commitment:

- A genuine passion for outdoor education and its impact on personal development and environmental stewardship.
- A drive and commitment to ensure that the best quality outdoor education is delivered to students of a wide range of abilities and from varied cultural backgrounds.
- A commitment to promoting environmental sustainability and responsible outdoor practices.
- The willingness to work irregular hours, including weekends and holidays, to accommodate programme needs.
- Proven cultural competence.

Personal Attributes:

- Self-motivated and proactive, with a high level of initiative and the ability to work independently.
- Resilience and the ability to remain calm and composed in stressful situations.
- A positive and enthusiastic attitude, with the ability to inspire and engage others.
- Genuine, approachable and honest.
- Innovative and forward thinking, flexible and adaptable



Senior instructors and full-time staff are also involved in

Key Tasks	Description
Staff support	<ul style="list-style-type: none">• Taking a leadership role mentoring and assessing new instructors through their induction process. As well as, helping to support and upskill current staff to create a positive, safety and work culture. And overseeing that daily/weekly jobs are completed to a high standard.• (When applicable) Take a leadership role in regards to mentoring and upskilling Interns, working with them in the field, offering guidance with the theoretical components of the course and assisting as pastoral support for them.
Programme development	<ul style="list-style-type: none">• Assist with the development of office-based or field-based resources for instructor use and make sure current resources are accessible and known to staff.• Assist in the development of new programme projects or activity elements where possible.
Health and Safety	<ul style="list-style-type: none">• Maintain a high standard of safe operating practices.• Minimize, eliminate or vocalize any emerging hazards to general staff or management (as appropriate).• Help keep SMS policies and procedures current and in line with best practice.• Be fully aware of the Emergency Response plans and prepared to lead a response if the Managers are absent.
Equipment, activity gear and activity sites	<ul style="list-style-type: none">• Lead the quarterly inspections of activity gear and activity sites, to ensure checks are timely, thorough, and meet audit and industry standards.• Oversee the bi-annual stock take and amending stock take numbers for day to day use throughout the year.• Communicate any changes of gear needs for programme; editing the annual purchase plans; providing information for funding applications made through the year.• Oversee the day-to-day maintenance needs of the activity gear, gear-shed and lodge to a high standard• Communicate any significant maintenance tasks or hazards to management.• Oversee internal equipment repairs and overseeing the logistics or external repairs of BROEC gear.



Professional Development	<ul style="list-style-type: none">• Role model a consistently high standard of field instruction, professionalism and attitude. As well as seeking opportunities to continue self-progression in the industry/outdoors and developing their own personal passions.
Social Media	<ul style="list-style-type: none">• Manage the scheduling of End of the week/Pic-of-the-Week Facebook posts• Assist in bolstering the Boyle's media presence and use of media in advertising/marketing of new programmes.
Trapping	<ul style="list-style-type: none">• Oversee the application and recording of the BROEC trapping programme• Ensure the traps are maintained and cleared, and instructors are trained in the trapping programme