



PRINCE ALFRED COLLEGE

Role Profile: Program Coordinator Scotts Creek

The Program Co-ordinator is responsible for assisting the Director in all aspects of the day-to-day running of the programs operating at the Centre and other locations where outdoor experiences are delivered. The Program Co-ordinator will lead the planning for, and facilitation of all activities to ensure they provide an exceptional learning experience for all students. The Program Coordinator will also play a key role in the training and development of the instructor team at Scotts Creek.

The Outdoor Education program at Prince Alfred College's Scotts Creek Outdoor Centre delivers the following programs each year:

- Year 2 Games and BBQ afternoon
- Year 3 Adelaide Hills program - Woodhouse
- Year 4 Coastal Ecology – Victor Harbor
- Year 5 Father and Son Weekend
- Year 5 to 8 Programs undertaken at Scotts Creek Outdoor Centre
- Year 10 Programs undertaken at various state and interstate locations
- Year 10-12 Stage 1 and 2 Outdoor Education expeditions
- Year 11 Journey Program and/or International program – NZ and Nepal
- Year 11 The Princes Outreach Program

Other programs include Outdoor Education for Seymour College and local community primary schools.

Key Areas of Responsibility for this Position

Responsibilities:

- Design and deliver programs in Outdoor and Environmental Education.
- Lead all practical elements of the programs, ensuring they are compliant with all regulatory requirements and industry norms.
- Assume responsibility for the Campus when the Director is not on the site.
- Assume responsibility for elements of split and staggered programs.
- Oversee and maintain the level of safety and duty of care recognised as the industry norm.
- Manage risk assessments attached to each program, and review post program with the Director.
- Maintain professional expertise and qualifications in areas such as canoeing, kayaking, first aid, bushwalking, rock climbing, and High Ropes.
- Facilitate all programs, taking responsibility for student achievement of learning outcomes by working with the agreed curriculum through teaching strategies as well as managing the physical and emotional safety of all participants.
- Maintain contact with staff and students at the Kent Town campus.

- To assist with co-curricular and extra-curricular matters, including the development of co-curricular Outdoor Education opportunities.
- Supervise the work of instructors and trainees in relation to program delivery.
- Coach and mentor instructional staff in all aspects of activity facilitation to achieve agreed learning outcomes for students
- Provide design input and support training of the instructor team
- To report to the Headmaster (and Deputy Headmaster/Head of Secondary School and Head of Preparatory) as appropriate.

Curriculum:

- Assist in the implementation and evaluation of programs from Year 2 to Year 11.
- Take a lead role to implement and evaluate all programs with PAC 'affiliate schools'. These include Seymour College. This responsibility requires you to liaise with the staff from these schools regarding program organisational detail and achieving specific learning outcomes.
- Assist in the design and implementation of leadership programs for Year 11 students.
- Assist class tutors in preparatory work required for a successful Scotts Creek program.
- Assist class tutors and students with the transfer of learning following a Scotts Creek program.
- Liaise with staff and tutors regarding their role during time spent at Scotts Creek.

Student Welfare:

- Establish and maintain standards of student behaviour and personal wellbeing at Scotts Creek.
- Assess student and student leaders' participation, interaction and behaviour.
- Take responsibility for the pastoral care and discipline of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
- Develop and implement appropriate teaching strategies to facilitate student learning.
- Report regularly on student progress to parents and The Director.

Administrative:

- Participate in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care.
- Provide specialist input to ensure the accreditation of the campsite.
- Assist with the development and continual review of the Risk Management documentation for the Campus.
- Maintain the First Aid facility, and First Aid kits to industry expectation.
- Contribute to the production of Campus publications and printing requirements.
- Support the maintenance and development of relationships with local businesses and the community.
- Assist in the management of program logistics, including such things as parent and student communication, equipment and program logistics.
- Assist in the management of communications with external providers, e.g. bus hire companies, National Parks and landowners whose land the program accesses.
- Assist in the handling of enquiries regarding Outdoor Education from parents, staff and the public.

- Actively contribute to program and centre photography for marketing and promotional use.

Grounds, Facilities and Maintenance:

- Repair and maintain outdoor equipment.
- Develop a program that models sustainable living, including recycling and vegetable patch.
- General maintenance and care of the Campus throughout the year.

Key Selection Criteria

Essential Qualifications/Experience:

- Tertiary qualifications in Outdoor Education/Recreation, Environmental Education, or related fields.
- Proven track record of delivering quality Outdoor Education programs to students with a deliberate focus on personal development outcomes.
- Appropriate first aid (minimum senior first aid certificate).
- Flat-water Canoe/Kayak Instructor qualification.
- Mandatory Notification Training/Responding to Abuse and Neglect.
- Working with Children Check/DCSI/DHS Child-related screening.
- Experience with the Microsoft suite of applications including Word, Excel, PowerPoint, Teams, OneDrive, SharePoint, and Internet Explorer.

Desirable Qualifications/Experience:

- Experience and qualifications in Outdoor Education teaching and facilitation.
- Experience in administering Outdoor Education courses.
- Experience and preferably qualifications in the following areas:
 - Bus Licence (Medium Rigid).
 - Instructor/experience in any one or more of the following: Bushwalking, Rock Climbing, Kayaking, White Water, High Ropes Course.
 - Wilderness or Remote Area First Aid qualification.
 - Boat Licence.
 - Experience working in a residential campsite setting.

Personal Skills & Abilities:

- Proven ability to communicate with a wide variety of people, including children.
- An understanding of land care ethics and a desire to improve the environmental surroundings of Scotts Creek.
- Time management skills and organisational ability.
- A high level of initiative and practical problem-solving skills.

Conditions

- Accommodation is provided on site at no cost and during program days all meals will be provided.

- Full-time, hours averaged over a multi-week program if living on-site. Negotiable to a part-time position travelling to site during program times.
- One year contract, in the first instance.

Prince Alfred College