

Job Description

Title	Wainui Park – Instructor Internship
Based at	Y Wainui Park
Reports to	Chief Instructor
Works with - internal	Team Leaders Wainui Park Supervisor Programme Coordinator Adventure Centre Supervisor Chief Instructor APOEC Health & Safety Officer Outdoors Manager
Works with - external	General public Schools Community groups Corporate groups Contractors
Required hours	Available to work weekends and school holidays as needed
Objective	Making a difference by “investing in the next generation”
Position Purpose	To deliver high quality, world class, safe developmental and outdoor experiences. To provide the highest quality programme delivery, standards and services, adhering at all times to the Y values and purpose. To assist in the maintenance of all necessary safety equipment and compliance standards; and to ensure that the relationship between the Y and relevant Y users is positive and meets expectations of both parties.

Overview of Y Wainui Park

Y Wainui Park is a branch of the Y Christchurch – one of 5 core departments. The Y Christchurch is a community organisation that aims to enable individuals and families to develop mentally and spiritually and to enjoy a healthy quality of life.

Wainui Park also undertakes to be an industry leader in best practice – in safety systems & culture, outdoor educational excellence and environmental responsibility. For this to occur the management and staff of the Centre need to foster a culture of continuous quality evaluation and industry awareness – as this is an area of work where legislation and requirements regarding health & safety are always changing, as are the expectations and needs of the customers.

Wainui Park's primary aim is to provide outdoor education for children & young people, while secondarily the camp provides programmes and services for family and adult groups – both community and corporate. The camp itself is a large property of about 12 hectares, with accommodation for up to 250 people over 3 different areas, providing catering services as well as outdoor programme instruction.

Key Tasks

- > Facilitate educational outdoor programmes to school and community groups
 - > Deliver safe outdoor activities to school, community and corporate groups
 - > Linking in school, community and corporate groups, including on weekends as required
 - > Assist with organisation and leadership during Y Camps and Family Camps
 - > Be a positive role model to our clients and provide leadership to your peers.
 - > Assist in weekly 'portfolios' and gear maintenance to a high standard
 - > Assist with cleaning and grounds maintenance work when required
 - > Assist with tasks required by the Wainui Park Supervisor
 - > Be a part of a much bigger organization – which is the Y Christchurch
 - > Complete tasks in a timely manner
 - > Deliver high quality customer service and meeting their need of the client
 - > Promote Y Wainui Park and other Y departments
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Core Skills required

- > Pro-active and adaptable
- > Efficient time management and organisational skills
- > Excellent communication skills and the ability to relate to people from different backgrounds
- > Practical knowledge and abilities related to the key tasks
- > Excellent customer service skills
- > Ability to work in a team environment
- > Professional in attitude and behaviour
- > Presentable in person and also in keeping public facing areas and outdoor instructor's accommodations clean, tidy and presentable
- > Personable: approachable and confident to approach others
- > Models positive behaviour and attitudes, working with the Y core values
- > An understanding of Tikanga Maori and the principals of Te Tiriti o Waitangi
- > An understanding of Ara Taiohi and The Code of Ethics around Youth Work in Aotearoa
- > Understand the Vulnerable Children's Act and the Y's stated objective to be a child-safe organisation.

Qualifications/Experience

- > Youth work experience
- > Some experience of education, particularly outdoor education, preferred
- > Current First Aid Certificate (or willing to attend a course upon starting the position)
- > Full driver's license
- > Experience in administration and hospitality preferred
- > Clean police record
- > Minimum 20 years of age

Development Opportunities

Sideways: Other instructor positions at other outdoor sites

Outwards: Roles within non-outdoor Y depts, or roles at other Ys in NZ

Upwards: Team Leader

Y Statement on Child Protection

Y Christchurch is committed to providing a Child Safe environment for all children who come into contact with the Y.

Y Statement on Career Development

- > The Y Christchurch tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.
- > This could be within the department they work in or more broadly to other Y departments or other Ys around New Zealand/the world.
- > Performance reviews which include planning personal development occur at least once a year but should be an ongoing conversation between staff and their direct report.
- > We are in the early days of an evolving on-the-job training qualifications pathway which all staff are welcome to engage with, with the foundation aspects of customer service and health & safety being compulsory for all employees.
- > A leadership development programme for those in leadership roles or with leadership potential is available via application to the CEO, upon invitation.

Intern Signature

Date