

Pymble Ladies' College

POSITION DESCRIPTION

Title: Outdoor Education Expedition Co-ordinator

Date updated: June 2025

Reports to: Head of Outdoor Education

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The Pymble Outdoor Education Continuum is a life-changing journey throughout years K-12 that empowers girls to be courageous and to approach new challenges with optimism and excitement. The key focus areas of the Continuum include personal growth, connection to peers, life skills, leadership, and environmental stewardship.

The Outdoor Education Program at Pymble encompasses a range of activities, programs and events with a fundamental focus on personal development, connections with peers, staff and the environment. Building resilience, problem solving methodology and collaboration skills are key. Outdoor Education staff work across planning, preparation of programs and facilitating on programs in a range of locations. Programs are delivered for students at Pymble, the Vision Valley Campus in Arcadia, and other locations in NSW, interstate and overseas.

In conjunction with the Head of Outdoor Education, the Outdoor Education Expedition Co-ordinator supports in the planning and in-field coordination of programs included in the College's Outdoor Education continuum.

- Years K-2 the Program consists primarily of Nature Play, encouraging girls to get outside and become comfortable in their natural environment. In Year 3, girls embark on their first overnight trip to the Vision Valley campus.
- Years 3, 5 and 7, girls complete multiday experiences based at Vision Valley. These experiences are designed to continue developing comfort and competence in the outdoors while providing a range of fun and challenging activities.
- Years 4, 6 and 8, girls travel to various locations around NSW and continue their progression through the continuum.
- Year 9 Outdoor Education is heavily tied to the College's recently introduced Residential Program, based at Vision Valley. The Expedition Co-ordinator will develop, oversee and review expeditions as a part of this program.
- Year 10 Outdoor Education consists of an extended expedition, where students currently have their choice of four epic programs including a nine day rafting trip on the Snowy River, a nine day hike in the Victorian Alps, a five day rock climbing and canyoning trip in the Blue Mountains, or a five day coastal experience at the spectacular Murrumbidgee National Park. The Expedition Co-ordinator will assist the Head of Outdoor Education, and external providers, in overseeing these varied programs.
- Year 11 and 12 Outdoor Education consists of the nascent 'Adventure Extensions' program, which offers optional and highly specialised opportunities to girls who have qualified to attend. These opportunities will tend to be marquee trips to key destinations domestically and abroad.

It is expected that the Expedition Co-ordinator will attend these trips from time to time to understand and review their structure and be the emergency on-call member of staff when the Head of Outdoor Education is on leave.

The Pymble Outdoor Education continuum continues to evolve to meet the needs of the College. The Expedition Co-ordinator will be expected to bring a wide variety of experience to the role, along with a strong sense of innovation to assist the continued maturation of the entire continuum.

The Expedition Co-ordinator will be required to support other outdoor education programs and events in a group leader or activity specialist capacity, around Outdoor Education commitments and as requested by the Head of Outdoor Education and Head of Campus – Vision Valley (or delegate). This position at Pymble reports to the Head of Outdoor Education. The role is predominantly based at the Vision Valley campus with a significant field work component. From time to time, the Expedition Co-ordinator will be expected to work closely with the College's sub-schools and associated offices. The College's Outdoor Educators work across seven days of the week as required and have a set number of weekend events to facilitate during the year.

VISION VALLEY 'POOL' REQUIREMENTS

At Vision Valley Outdoor Educators and Vision Valley Teachers, work together as to form a 'pool' of experienced resources who support our girls and other clients.

The nature of Vision Valley's programs mean that hours vary week-to-week and may include work across seven days of the week, evenings, and overnights. Rostering and work requirements for programs is at the discretion of the Head of Campus, Vision Valley.

The roster will be reviewed in conjunction with HR and Finance in advance of each year to ensure that staff are appropriately remunerated for their time and that the conditions outlined below, support and advance our suite of exceptional programs, whilst the wellbeing of our team, students and clients is

paramount.

Program Staff at Vision Valley are expected to support a minimum of:

- Up to seven (7) nights during each Residential Program (currently four Residential Programs each year)
- Up to sixteen (16) Vision Valley nights either onsite or offsite - outside of the Residential Program each year

However, given the nature of your role, it is expected your field nights will be significantly higher than this.

It is important to note that whilst staff preferences will be sought, the roster will be created and centralised by the Deputy Head of Campus, Vision Valley in conjunction with the Head of Outdoor Education and Program Coordinator. It is unlikely that staff will be rostered for all onsite or all offsite nights unless it is a core requirement of their role (e.g. Expedition Co-ordinator).

ROLE ACCOUNTABILITIES

1. Facilitate Outdoor Education Programs

- 1.1 Support and implement the College strategic plan and take steps to ensure the relevant intents are brought to life through the Outdoor Education programs. .
- 1.2 Keep abreast of current best practice in the Outdoor Education industry and assist the Head of Outdoor Education to implement changes as required.
- 1.3 Develop exceptional Outdoor Education programs for Pymble students.
- 1.4 Lead and instruct high quality, safe and engaging activities and expeditions within the Outdoor Education program.
- 1.5 Assist in the provision of program briefings and debriefings regarding Outdoor Education programs for parents/carers, staff and students.
- 1.6 Work closely from time to time with the Deputy Head of Vision Valley Campus and Vision Valley Program Co-ordinator to assist with the planning and delivery of Vision Valley Programs outside of the broader Outdoor Education continuum.
- 1.7 Assist in educating students, staff, parents/carers and members of the broader College community regarding Outdoor Education.
- 1.8 Ensure that Australian Adventure Activity Standards and requirements are adhered to on all programs.
- 1.9 Assist with the coordination, selection and distribution of appropriate catering for all activities.

2. Administration and Communication

- 2.1 Demonstrate excellent organisation and communication skills at all times.
- 2.2 Demonstrate excellent administrative and IT skills to support program resourcing and communications.
- 2.3 Conduct all internal and external communications in a professional and respectful manner.

- 2.4 Contribute towards the development of effective communication through developing positive and professional relationships with all stakeholders.
- 2.5 Report all student wellbeing matters to the Head of Campus – Vision Valley or Deputy Head of Campus – Vision Valley in a timely manner.

3. Risk and Compliance

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 3.3 Report any illness, injury, hazard,, near miss or accidents and losses as soon as they are detected to the Head of Campus – Vision Valley and ensure the appropriate documentation and reporting has been completed.
- 3.4 Take an active role in ensuring Vision Valley is a safe environment for all staff and those who engage with the site.

4. Professional Learning

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

5. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- Proven experience in Outdoor Education including knowledge of best practice.
- Proven experience in planning and coordinating Outdoor Education expeditions in a school setting.
- Significant experience leading student expeditions.
- Demonstrated instructional experience/qualifications in areas such as canoeing, kayaking, bush-walking, rock climbing, mountain biking, high ropes and low ropes.
- Be physically fit and healthy and promote a healthy lifestyle to students.
- A working understanding of Risk Management and Work, Health and Safety in an outdoor environment.
- The ability to identify, support and lead improvement of an evolving program.
- Well-developed communication, time management and organisational skills.
- Effective people skills when liaising with the broader Vision Valley team, external service providers, parents, local residents and other stakeholders.
- Understand the importance of student health and wellbeing, balance in workloads and provide appropriate support where necessary.

QUALIFICATIONS

- Certificate IV in Outdoor Leadership as a minimum, with Diploma or Degree in Outdoor Education desirable.

- Wilderness Aid Certificate.
- NSW Working with Children Check

DESIRABLE

- Education Degree with teaching registration
- Bronze Medallion or basic pool rescue
- Activity specific qualifications in canoeing, rock climbing, mountain biking, cross country skiing.
- LR Licence or above