

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Outdoor Education Expedition Coordinator
Date updated:	March 2024
Reports to:	Head of Outdoor Education

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 Coordinator supports in the planning and in-field coordination of programs included in the College's Outdoor Education continuum.

In 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.

During 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.

During 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 Coordinator 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 5 day coastal experience at the spectacular Murramarang National Park . The Expedition Coordinator 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 Coordinator will attend these trips from time to time to understand and review their structure, and will 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 Coordinator 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 Coordinator 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 Coordinator 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.

ROLE ACCOUNTABILITIES

1. Support the delivery of the College's Outdoor Education Program

- 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 Lead weekend and school holiday programs such as Duke of Edinburgh's Award adventurous journeys and selected adventure programs.
- 1.6 Assist in the provision of program briefings and debriefings regarding Outdoor Education programs for parents/carers, staff and students.
- 1.7 Work closely with the Deputy Head of Vision Valley Campus and Vision Valley Program Coordinators to assist with the planning and delivery of Vision Valley Programs outside of the broader Outdoor Education Continuum
- 1.8 Assist in educating students, staff, parents/carers and members of the broader College community regarding Outdoor Education.
- 1.9 Ensure that Australian Adventure Activity Standards and requirements are adhered to on all programs.
- 1.10 Assist with the coordination, selection and distribution of appropriate catering for all activities.
- 1.11 Carry out overnight, morning and evening supervisory duties as required.

2. Administration

- 2.1 For *Pymble* programs, report all student wellbeing matters to the College Principal and/or relevant Head of sub-school in a timely manner.
- 2.2 Work with the sub-school offices to ensure there are well communicated workflows and deadlines relating to year group programs and expeditions

3 Communication

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

4 Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

5 Professional Learning

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

6. 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, bushwalking, 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 License or above