Caroline Chisholm Catholic College

Position Description - Outdoor Education Support Officer

CLASSIFICATION: **Education Support Officer**

REPORTS TO: **Principal via Director of Garema**

The Outdoor Education Support Officer is responsible for the upkeep and maintenance of the College campsite – Garema. The Outdoor Education programme of the College is an extensive Year 7 - 9 programme for all students in Years 7 to 9.

Duties

Specifically, duties include:

- Liaise with the Director of Garema in the efficient facilitation of all outdoor education activities of the programme
- Ensure that all equipment to be used at each outdoor education activity is prepared
- Maintain and organise all camp equipment, including regular audits and maintaining the equipment logbook.
- Assist the Director of Garema in booking and organising all facilities associated with running the Outdoor Education Programme
- Assist the Outdoor Education Coordinator in controlling all medical records and first aid requirements
- Assist the Director of Garema in maintaining the campgrounds
- Keep abreast of College software / data packages

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way

Key Performance Indicators

- Ensure that all Garema equipment and grounds meet safety requirements

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems
- Knowledge of Windows based computer applications is essential

- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

Caroline Chisholm Catholic College is a Child Safe School