

So, you're interested in being an Outdoor Instructor!

Working for Aussie Bush Camp is extremely rewarding and can be very challenging. Our Mission is to deliver an outstanding outdoor experience to each individual child. Our objective is to achieve our Mission in all circumstances and it is a challenge we enjoy.

The information included in this pack is designed to help you assess your suitability for the role by providing information and advice.

Is this role for me?

To help you decide whether the role of Instructor is for you, we have attached information about:

- what it is like being an Instructor;
- working conditions for Aussie Bush Camp; and
- the recruitment process.

NOTE: This information refers specifically to the Instructor role.

Tell me more about your Application Requirement Checklist

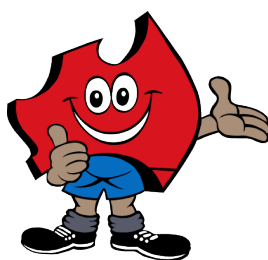
IMPORTANT! To be considered for an Instructor position, you must be able to tick every statement box on the enclosed Application Requirement Checklist and provide details where requested.

I'm still interested!

After reading all information provided and completing the Application Requirement Checklist, please submit your resume and the enclosed Application for Employment Form. Please view our website at www.bushcamp.com.au for updated information on positions currently available.

On behalf of Aussie Bush Camp, I thank you for taking the time to read this information and thank you for your interest in joining the Bush Camp team.

Aussie Bush Camp Recruitment



INFORMATION SHEET FOR INTENDING APPLICANTS

IMPORTANT

Information in this pack is provided as a guide only to Aussie Bush Camp employment conditions. Further information is provided during the recruitment process.

What is it like being an Instructor?

Working for Aussie Bush Camp is simultaneously very rewarding and very challenging. Our Mission is to deliver an outstanding outdoor experience to each individual child. The challenge is to achieve our Mission in every single circumstance.

The obvious and most attractive part of being an Instructor is working outdoors in a unique location and getting paid for it. But being outside is only part of the job.

You will initiate a group of children to our impressive range of activities including:

Abseiling, Alpine rescue, Archery, Canoeing, Challenge valley, Caving, Fencing, Flying Fox, Giant swing, Giant slide, High ropes, Kayaking, Leap of faith, Rock Climbing, Sailing, Sea kayaking, Snorkelling, Survivor challenge, Vertical challenge, Waterslide.....

You can understand now why our training is so hard and so intense, to ensure you will deliver an exceptional and safe lesson.

Other challenges of the job include:

- ◆ providing an individual experience for up to 30 children at the same time;
- ◆ working in all weather conditions;
- ◆ managing your group with one of your school teacher;
- ◆ being responsible for the safety and wellbeing of Children; and
- ◆ entertaining your group all day long through our amazing range of activities.

Instructing is a physically demanding job. Your body must be able to cope with repeated, rigorous activity and movement.

Location

Aussie Bush Camp is the biggest provider of outdoor activity in NSW.

The Great Aussie Bush Camp is located near Tea Gardens and Port Stephens.

Working conditions

Conditions of employment are in accordance with the Standards Operation Procedures (SOP) from Aussie Bush Camp.

To join our team of instructors you must hold a first aid certificate (we organised training for all staff)

Employment and training

All positions begin as casual employment, subject to successful completion of one month probationary/training period.

During the probationary/training period, the employee is required to progress through the following two stages:

Stage 1 – Trainee

Employees at this level undertake an intensive induction and training program. A Trainee must be certified as competent through internal assessment, before progressing to Provisional Competency.

Stage 2 – Provisional Competency

A probationary employee at this level has received a provisional accreditation to perform the tasks required of an Instructor, subject to ongoing monitoring of performance by the employer. The employee undertakes a formal assessment of performance prior to the conclusion of the probationary period, as a prerequisite for progression to Instructor.

Availability

Our centre is traditionally very busy during term 1 and 4 usually from Monday to Friday. Term 2 and 3 are traditionally less busy, but not without work.

Availability required during training

Every Trainee Instructor must complete a four-week training program.

A training schedule is supplied during induction and may be subject to change. Once the training program has been completed, you are rostered according to our availability.

NB: During this training period, you must be available for any training shifts.

Working with children

Instructor must be able to work with children.

Instructor will be required to undertake a 'Working with Children Check'.

Rosters and hours

Following the training period, working days are dependent on your availability and bookings for the week. Rosters are supplied in advance, usually Friday for the following week.

The amount of hours for a casual employee will typically vary between 8 and 10 hours per day. The number of rostered days that a casual Instructor works can never be guaranteed. The amount of work available is dependent on how many schools have been booked.

Internal opportunities to apply for permanent positions are offered periodically to the highly motivated person.

Dress and behaviour code

At **Aussie Bush Camp**, we have high expectations for our team's presentation and grooming. Instructors are expected to present themselves professionally at all times

Instructors wear blue shirts, provided by **Aussie Bush Camp** at Instructor expense.

A key aspect of instructing is the ability to follow company safety and behavioural guidelines. **Aussie Bush Camp** has a strict drug-and-alcohol policy on site and during all activities.

Food and accommodation

Instructors and trainees can be fully accommodated on site and when working all meals are provided.

The recruitment process

Being an Instructor is our most desired position, and the most difficult job to be successful in! Literally, hundreds of applicants apply each year, with only a small number being contacted for interviews.

To give yourself the best chance, read and understand the process outlined below and follow the hints.

Aussie Bush Camp's recruitment process comprises of a written application, and then three separate stages.

Application

Your written application is your opportunity to "sell yourself" to us. We look for a combination of relevant experience, lifestyle interests and personal outlook/aptitude.

Previous experience is an advantage, but not essential.

Stage 1 – phone interview

Short-listed applicants are invited to attend a phone interview. The interview is highly energetic and activity based, and explores areas of lesson delivery for children, teamwork and interpersonal skills. Just by being there, you gain further insights into the nature of the role and the company, and opportunities to ask for more detailed information.

At the end of the interview, you must indicate whether you are still interested in working with Aussie Bush Camp.

Successful applicants will be directed to stage 2..

* Roughly 50% of people interviewed are invited to the next stage.

Stage 2 – medical and 2nd interviews

Applicants who have successfully completed Stage 1 are invited to attend an interview.

At the completion of Stage 2, we assess all interview notes and information supplied by applicants before proceeding to Stage 3.

Stage 3 – Notification

All successful and unsuccessful applicants from stage two are selected and notified.

SPECIAL NOTE:

Aussie Bush Camp thanks every person for the time, effort and passion that goes into your application. Our selection processes are rigorous and our decisions are seldom easy. Should you be unsuccessful, please acknowledge yourself for the success you gain in coming this far and we hope that you enjoy the process as an experience in itself.

Please forward the completed documents detailed below to:

Aussie Bush Camp Recruitment, Po Box 127, Tea Gardens NSW 2324

NOTE: I understand that my successful employment is conditional on meeting the above minimum criteria. I understand that any false statement made on this form, or during any pre-employment interviews and activities, is deemed sufficient cause to reject my application or, if subsequently employed by Aussie Bush Camp, to be liable for summary dismissal.

Signature of applicant

Date