



# **Employee Prospectus**



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## Who are we?

The Great Aussie Bush Camp is a family run company that strives to deliver the best possible outdoor programs to our clients from all around NSW.

We have over 40 different activities on site and also do excursions around our local area including rain forest tours, trips to the sand dunes and beach excursions that could involve sailing, sea kayaking and snorkelling.

All our team members are dedicated to helping change peoples lives. Using the many different activities we have onsite as a medium, we can help facilitate individuals and teams alike to push their limits, learn something new and most importantly have way too much fun.

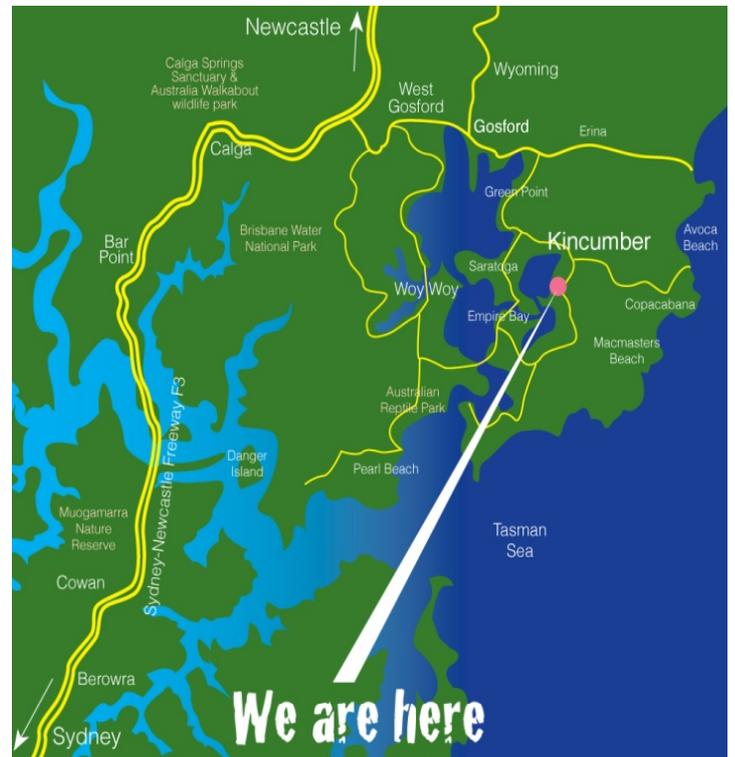
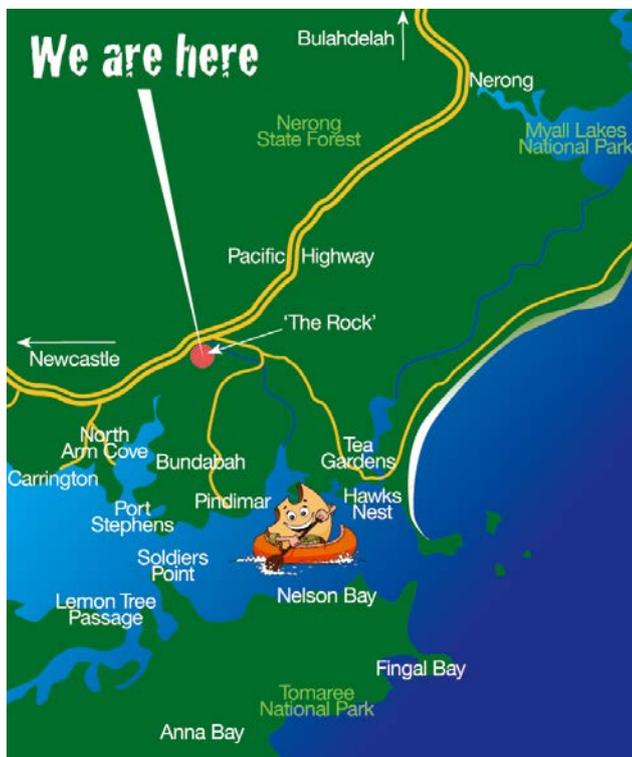
## Where are we?

The Great Aussie Bush Camp has two centres located across NSW. The largest of the two is our Tea Gardens site located 40mins north of Newcastle on the Pacific Highway, located on the old grounds of the Leyland Brothers Family Fun Park.

Our second site is located at Kincumber on the beautiful central coast backing on to the pristine Kincumber Broad Water.

Tea Gardens

Kincumber





## So you want to join our team?

### Activity Instructor - Job brief

A career as an Activity Instructor is a fun and dynamic role within the company that requires a special kind of person. You will be supervising the health and welfare of a group of students and engaging them in a range of structured activities on and off site during the length of their stay (generally three days).

Each day brings a variety of new opportunities, as you continue to challenge each group, turning their potential into success. You get to see their utmost enjoyment as they achieve their potential.

As well as facilitating your group through the many activities at camp you will also be required to help out at meal times, facilitate night shows ranging from a disco or trivia night to commando through the bush. The highlight is capping the whole day off by telling a thrilling story around the camp fire at night to an enthralled audience.

At times you will have some late finishes and early starts, for this reason we do offer onsite accommodation to our employees.

Please note that you will be required to undergo a child protection screening process, as well as maintain a current bronze medallion and First Aid Certificate (both of which can be obtained during the training process).

### The Recruitment Process

#### Sending through your CV and Cover letter

The first step in the recruitment process is letting us know who you are and why you are interested in joining our team. Please send through a current C.V with references and a cover letter to [jobs@bushcamp.com.au](mailto:jobs@bushcamp.com.au)

#### Phone/ Skype Interview

Prospective new team members will then be contacted for a phone interview. In this interview we are looking at finding a bit more about yourself and ensuring you have a good understanding of what the job of an outdoor instructor entails. Where possible international applicants will undertake a Skype interview.

Please feel free to ask any questions you may have pertaining to the position.

#### Site visit

If your phone interview goes well a site visit to one of our centres may be organised. It is preferred but not essential and not required for international applicants.



The site visit is a great opportunity to see our camp in action. We will go over the available position in more detail and answer any of your questions.

What we hope to achieve through this visit is for you to have a full understanding of the nature of the role and how our training is ran. We are looking for people willing to come on board for the medium term and not the short term.

## **Induction/Training**

*Induction* and *On-Site Training* are the next stages of our recruitment process. In brief, training is as follows.

During the induction we will help you understand what an Instructor actually does, as well as find out a little more about you in formal and informal settings. We will test and challenge you, stretch and squeeze you, throw you off the highest, fastest and most intense activities we have, as well as show you all the nitty-gritty details so both parties (you and us) can make an informed decision.

The *Induction* is designed to familiarise yourself with our organisation, inform you about the job, the working practices and to get a good feel for what it takes to be an Instructor at The Great Aussie Bush Camp. It is a chance for everyone to determine if *you* and *the job* fit together. Please note that attendance at the *Induction* does not guarantee you employment at The Great Aussie Bush Camp.

Ultimately, these two questions need to be answered.



Are you the right person for the job?  
and / or  
Is this the right job for you?

## **What do we expect from you?**

If you are invited to attend the induction you need to treat the training and induction process as an interview. Inductees should be professional and adhere to the code of conduct at all times. Any breach of the code of conduct will result in your job application being terminated.



If you feel at any stage of the training that employment with GABC is not suited to you, please let us know prior to leaving the premises.

We expect all Inductees:

- To follow all Rules, Guidelines and Boundaries set by Camp Staff
- To be punctual and timely to all activities and sessions
- To be honest and professional at all times
- To ask lots of questions, take lots of notes
- To be flexible and patient.

Remember, the induction process is a week-long job interview!!!

## Employment

If you make it through the induction and we believe you will make a great addition to our team, you will be issued with a training contract. You will then continue on with your training and will need to meet internal competency standards.

These competencies include a number of hard skills – knot tying, abseil rescues, canoeing strokes and rescues, as well as soft skills – session assessments, group management, storytelling etc.

Once all hard skill competencies have been met you will then be assessed on how you present a lesson to a group of our clients. These are called session assessments. To be deemed competent, your lesson will need to cover all the safety aspects cited in our standard operating procedures (SOP's) while presenting the information in a professional and engaging manner.

Once you have completed the hard skills and session assessments, as well as achieving a current first aid certificate and bronze medallion (don't worry these can be obtained during your training), you will be issued with a new contract as an Activity Instructor.

## Work Conditions

As an Activity instructor you will be expected to work to a roster and be placed at either Tea Gardens or Kincumber based on your suitability to the incoming clients.

The pay cycle at the Great Aussie Bush Camp is weekly and you are paid on what is called a *Day Rate*. The day rate allows for hours to be averaged over the week. You may be required to work long hours on a particular day however there will be another day that is short.





As an on group instructor your day rate includes loading for the long hours as well as a first aid allowance. You will accumulate leave during your employment that is paid out at the end of each term/contract period.

Professional development is an important part of maintaining our high standards. As a company The Great Aussie Bush Camp believes in offering our long serving committed team members the opportunity to obtain additional certifications and qualifications.

Other qualifications that can be obtained while working with The Great Aussie Bush Camp include:

- Senior/ Wilderness First Aid
- Sailing Qualifications
- Medium Rigid Drivers Licence
- Certificate II-IV in Outdoor Education

## Are you who we are looking for?

Thank you for taking the time to read through our prospectus and get a better understanding of who we are and what we do.

We hope you are more informed in regards to the job you are applying for and the decision you make is clear.

If you still believe this is the career path for you then we would love to hear from you. Please follow the steps outlined in the *recruitment process* above and we look forward to receiving your application.

