

# Outward Bound™

EST. 1962

Thank you for your interest in an Instructors position at the New Zealand Outward Bound® School.

Outward Bound® New Zealand aims to inspire personal and social development through value based experiential learning in an outdoor environment. Our Instructors are integral to the high quality of the courses Outward Bound® New Zealand delivers and the work of an Outward Bound Instructor is both challenging and rewarding.

Instructors are required to work with a wide variety of people, often in challenging situations. Our Instructors must be excellent communicators who are able to convey information clearly and concisely. Previous experience managing and facilitating groups in outdoor environments is an advantage.

Outward Bound® courses involve real-risk activities. Our Instructors need to have well developed outdoor skills and be able to make decisions based on sound judgement and experience.

## Internships/Short-term positions:

Please note that Outward Bound New Zealand does not currently offer internships or short-term instructing positions.

Below is a summary of the experience, skills and qualifications required **prior to starting work** as an Instructor. It is not necessary to have completed all of these before attending a staff selection course.

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| <b>General</b>  | <ul style="list-style-type: none"><li>- Complete an Outward Bound Medical</li><li>- Current First Aid certificate and have completed a Pre Hospital Emergency Care (PHEC) or an Advanced / Outdoor First Aid course</li><li>- Submit a log of outdoor experience</li></ul> |
| <b>Bush</b>     | <ul style="list-style-type: none"><li>- 35 days in the bush including a minimum of 5 days in untracked terrain and camping away from huts*</li><li>- NZOIA Bush 1 or 2 awards or equivalent are valuable</li></ul>   |
| <b>Kayaking</b> | <ul style="list-style-type: none"><li>- 25 days of personal whitewater paddling on grade II or above and 5 days on Grade III or above*</li><li>- Completed a River Rescue / Safety course</li><li>- NZOIA Kayak 1 award or equivalent is valuable</li></ul>                |
| <b>Sailing</b>  | <ul style="list-style-type: none"><li>- Boatmasters course</li><li>- Marine VHF Radio Operators course</li><li>- 40 hours sailing time including at least 20 hours on the helm*</li><li>- Other maritime qualifications or experience is valuable</li></ul>                |
| <b>Climbing</b> | <ul style="list-style-type: none"><li>- 10 days personal rock climbing experience*</li><li>- NZOIA Rock 1 award or equivalent is valuable</li></ul>  |
| <b>Driving</b>  | <ul style="list-style-type: none"><li>- Full Class I licence for a minimum of two years</li><li>- Full Class II licence</li><li>- Passenger endorsement</li></ul>  |
| <b>Teaching</b> | <ul style="list-style-type: none"><li>- Experience working with groups - managing staff, coaching, training, teaching, instructing or guiding</li><li>- A teaching qualification is valuable</li></ul>   |
| <b>Swimming</b> | <ul style="list-style-type: none"><li>- Must be a confident and competent swimmer</li></ul>  |

It is expected that you will have all of these before you start at Outward Bound.

\* Logged experience should be in the previous 10 years

All Instructors receive an intensive induction programme before beginning working with students, followed by a period working alongside experienced instructors.

**For those applying from overseas:**

All successful applicants will need to attend a selection course. Our selection courses are run several months (3 – 6 months) before we have positions available.

Instructors at Outward Bound® New Zealand are contracted full time for a minimum of 3 years (including a training/induction period of 4 – 6 months). The New Zealand Immigration Service imposes a work visa restriction of one year for non-New Zealand residents. For Outward Bound® New Zealand to contract an overseas applicant for longer than 12 months we have to clearly substantiate that your skills and experience are not available in New Zealand. This is becoming increasingly difficult. Those considering working at Outward Bound® New Zealand may want to consider applying for NZ residency and should apply for residency or a long term work permit (without assistance from OBNZ) before applying to work at Outward Bound® New Zealand.

Further information on work visa's and residency conditions contact NZIS at [www.immigration.govt.nz](http://www.immigration.govt.nz)

An important aspect of life at Outward Bound® is the wider community. All instructing staff live on site and therefore must have the ability to work with and live alongside their colleagues, partners and families. The average age of instructors is around 30 years old.

Up to 14 potential instructors will be invited to attend a 5-day staff selection course. The staff selection course gives us a chance to get to know you and for you to get an accurate picture of life at Outward Bound®. Staff selection courses are held annually. **The next staff selection course is scheduled for February 15-19, 2012.** Successful applicants will be notified once applications have closed on **30th January 2012.**

If you wish to proceed with your application, please complete and return the application form and the experience/skills/qualifications summary.

Thank you again for your interest in working at Outward Bound.

*David Mangnall*

David Mangnall  
Training Manager  
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phone: 64 3 520 8290 ext. 838

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## APPLICATION FORM

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Nationality/residency status: \_\_\_\_\_

Type of work visa (if overseas passport holder): \_\_\_\_\_

Contact address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you able to perform in a position which requires regular, vigorous physical activity? YES / NO

**Referees:** Please give the name and contact details for three professional or personal referees who we are able to contact regarding your application..

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

All Instructors are required to live on site at Anakiwa as part of their employment. To help us with our accommodation plan, please indicate which type of staff housing you would require.

- Single
- Partner/spouse
- Partner/spouse and children

**Declaration**

I declare the above information to be correct and authorise Outward Bound® New Zealand to contact my referees and/or request verifications from the people or institutions mentioned in my application. I also authorise Outward Bound® to contact anyone else they deem relevant to this application. I understand that it is necessary for me to undergo a medical examination and that Outward Bound® will undertake a police record check prior to commencement of employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send the completed application form, a copy of your outdoor log and your C.V. to:**  
Staff Applications, Outward Bound New Zealand, Private Bag 403, Picton.

**Applications close 30th January 2012.**

*If further information is required please contact David Mangnall by email:*

*[dmangnall@outwardbound.co.nz](mailto:dmangnall@outwardbound.co.nz) or phone: 64 3 520 8290 ext.838*

# EXPERIENCE / SKILLS / QUALIFICATIONS SUMMARY

Name: \_\_\_\_\_

The purpose of this summary is for you to clearly outline your personal and professional experience, skills and qualifications, relevant to working as an Instructor at Outward Bound New Zealand.

Please do not feel unqualified if you do not have experience in all of the categories below as we realise the list is extensive and this information is used for both staff selection and training.

Successful applicants for a staff selection course will be required to submit a log of their outdoor experience.

## Bush (Tramping/Navigation)

Personal days on tracks: \_\_\_\_\_ Personal days off tracks: \_\_\_\_\_ Instructing days: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, location, trip length):

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## White Water Kayaking

Personal days: \_\_\_\_\_ Paddling grade: \_\_\_\_\_ Instructing days: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, rivers kayaked, grade):

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## Sailing

Personal days: \_\_\_\_\_ Days instructing: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, location, trip length, boat and crew details):

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## Boat Driving

Experience / Qualifications:

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## Rock Climbing

Personal days: \_\_\_\_\_ Climbing grade: \_\_\_\_\_ Days instructing: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, location, climbs and grades, personal or instructing):

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## Sea Kayaking

Personal days: \_\_\_\_\_ Days instructing or guiding: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, location, trip length):

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## Alpine (Mountaineering)

Personal days: \_\_\_\_\_ Days instructing or guiding: \_\_\_\_\_

Qualifications / Courses attended: \_\_\_\_\_

Summary of your most recent experience (inc. date, location and routes, trip length):

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## Teaching or Facilitation

Experience / Qualifications:

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## First Aid

Courses attended / Qualifications:

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## Risk Management (Outdoor Safety)

Courses attended / Qualifications:

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## Driving

Licences held:

- Class 1 (Car)
- Class 2 (Heavy Vehicle)
- Passenger endorsement

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## INSTRUCTIONAL STAFF SUMMARY OF REMUNERATION AND BENEFITS

### Remuneration - Salary

As a new instructor you will receive an initial salary of **\$29,796** per annum, which will be reviewed on completion of the six month induction period. Once the induction period and all instructor competencies are completed you will receive a gross salary of **\$39,728 per annum**.

### Remuneration - Benefits

#### Meals

All meals are provided free of charge for staff who are on a scheduled day on and rations provided when you are working away from Anakiwa.

#### Accommodation

Outward Bound provides accommodation for all operational staff (and any accompanying partner and children). There is a minimal charge for accommodation which ranges from \$66.90 to \$133.20 per fortnight. This includes electricity, phone rental and an internet connection. Toll call charges and contents insurance are not included.

#### Equipment Allowance

Instructors receive an equipment allowance of \$2000 per annum. This is paid in addition to the salary.

#### Training Allowance

You will receive an annual training allowance of \$1000 each year. This allowance is used for approved personal training in consultation with the Training Manager.

#### Moving Expenses

Outward Bound will meet reasonable expenses incurred in moving to take up appointment at Anakiwa.

#### Equipment and Clothing

As part of your employment you will be required to wear supplied Outward Bound clothing during specified course days. You are able to buy discounted equipment and clothing for personal use at discounted prices.

#### Working days and time off

Instructional staff work 200 days per year and have 165 days off. Working days consist of 180 days instructing courses, 15 days communal staff training and 5 days personal training.