Outward Bound Instructor Application Pack

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

This document describes the role of an instructor at Outward Bound New Zealand, and lays out the skills and experience you need in order to get a job with us.

The role of an Outward Bound instructor:

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 that Outward Bound New Zealand delivers and the work of an Outward Bound instructor is both challenging and rewarding.

During an Outward Bound course, two instructors work with each group of 14 students. The instructors stay with their group or ‘watch’ for the whole course, so we need to employ ‘generalist’ instructors who can lead groups white water kayaking, tramping, sailing, rock climbing and in the high ropes course.

Instructors also need to have excellent people skills, and must be able to both manage the safety of their students in challenging backcountry outdoor settings and facilitate learning and development by delivering the Outward Bound New Zealand kaupapa.

Skills and experience:

This table outlines both the level of skills and experience you should have before coming on a staff selection course, and the qualifications required before you actually start work. Items in italics are desirable, but not essential.

NB: All logged experience should be in the last 10 years

<table>
<thead>
<tr>
<th>Skill type:</th>
<th>Before applying for a selection course</th>
<th>Before starting work for OBNZ</th>
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</thead>
<tbody>
<tr>
<td>General</td>
<td>• Sound judgement based on experience working with people in the outdoors</td>
<td>• Outward Bound NZ medical</td>
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<td></td>
<td>• Great people skills</td>
<td>• Current Pre Hospital Emergency Care qualification (40hr) or Wilderness First Aid certificate</td>
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<td></td>
<td>• Life experience (includes self awareness; empathy for others; diversity of experience)</td>
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<tr>
<td></td>
<td>• Physically fit and hardworking</td>
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<tr>
<td>Teaching</td>
<td>• Creative and interesting teaching style</td>
<td>• A teaching qualification is valuable</td>
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<tr>
<td></td>
<td>• Ability to plan and deliver great teaching ‘in front of a whiteboard’ and ‘in the woods’</td>
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<tr>
<td>Bush</td>
<td>• 35 days in the bush including 5 days in untracked terrain and camping away from huts</td>
<td>• NZOIA Bush 1 or 2 awards are valuable</td>
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<tr>
<td>Kayaking</td>
<td>• 25 days of personal whitewater paddling on grade II or above and 5 days on Grade III or above</td>
<td>• Have completed a River safety / River rescue course in last 2 years</td>
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<td></td>
<td></td>
<td>• NZOIA Kayak 1 is valuable</td>
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<tr>
<td>Sailing</td>
<td>• 40 hours sailing time, including at least 20 hours on the helm</td>
<td>• NZ Coastguard Boatmaster qualification</td>
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<td>• Other maritime qualifications and experience are valuable</td>
<td>• Marine VHF radio operators certificate of competence</td>
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<tr>
<td>Rock climbing and high ropes</td>
<td>• 10 days personal climbing experience</td>
<td>• NZOIA Rock Leader, or level 1 is valuable</td>
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<tr>
<td></td>
<td>• 5 days of high ropes course experience</td>
<td></td>
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<tr>
<td>Driving</td>
<td>• Full Class 1 license for a minimum of 2 years</td>
<td>• Full class 2 license</td>
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<td>• Passenger endorsement</td>
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<tr>
<td>Swimming</td>
<td>• Must be a confident and competent swimmer</td>
<td>• Must be able to swim 400m in open water, and tow an unconscious patient 50m</td>
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</tbody>
</table>
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. Successful applicants will be notified once applications have closed.

If you have good skills and experience in most of these areas, but not all, it is certainly worth applying. There is a time lag of between 3 and 6 months between the selection course and the start of a contract, so it is possible to boost a weaker area of skill during this time.

If you wish to proceed with your application, please:

1. complete the application form
2. include the experience/skills/qualifications summary
3. and attach your CV

If you are unsure whether your current level of skill and experience meets the requirement, please contact us for guidance.

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

Sharon Nicholas
Training Manager

For those applying from overseas please note:

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 New Zealand 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. For further information on work visa’s and residency conditions contact NZIS at www.immigration.govt.nz

Internships / Short-term positions:

Outward Bound offers internships each year with no fixed starting dates as it is dependent on the applicant however we intend to ensure that we can offer at least two places over summer. Please also use this form if you wish to apply for an internship position.
# Application Form

<table>
<thead>
<tr>
<th>First name: __________________</th>
<th>Surname: ____________________________</th>
<th>Gender: M / F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: ______________</td>
<td>Place of birth: ______________________</td>
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<tr>
<td>Nationality/residency status:</td>
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<tr>
<td>Type of work visa (if overseas passport holder):</td>
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<tr>
<td>Contact address:</td>
<td></td>
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<tr>
<td>Phone: ____________________</td>
<td>Email: ______________________________</td>
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</tbody>
</table>

Are you able to perform in a position which requires regular, vigorous physical activity? YES / NO
How did you hear about this position? ________________________________

## 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: ____________________________ | Email: ____________________________ |

2. Name: __________________________ | Position: ____________________________
   Address: __________________________ |
   Phone: ____________________________ | Email: ____________________________ |

3. Name: __________________________ | Position: ____________________________
   Address: __________________________ |
   Phone: ____________________________ | 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

What NZ driving licenses do you hold?
- Class 1 (Car) Date: ______________
- Class 2 (Heavy Vehicle) Date: ______________
- Passenger endorsement Date: ______________

If you do not hold a NZ driving license what do you hold? ________________________________

What First Aid qualifications do you have?
Current (i.e. in last 2 years): ________________________________
Previous (i.e. older than 2 years): ________________________________
Please send your completed application form and a copy of your C.V. to: snicholas@outwardbound.co.nz

If further information is required please contact Kim Green via email anakiwa@outwardbound.co.nz or phone 03 520 8290.

Note: Successful applicants will be required to submit a log of all their outdoor activity experience prior to starting work.
EXPERIENCE 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. Consider 2 hours as a ½ day and 4+ hours as a full day.

Education and leadership experience

Teaching, instructing, leading:

Overall - Days teaching: ________ Days instructing: ________ Days leading: ________

Last two years - Days teaching: ________ Days instructing: ________ Days leading: ________

Please briefly describe the most challenging or rewarding instructing or leading role you have had:

________________________________________________________________________

________________________________________________________________________

Facilitation experience:

Overall - Days facilitating: __________

Last two years - Days facilitating: __________

Please briefly describe the most challenging or rewarding facilitation you have done:

________________________________________________________________________

________________________________________________________________________

Environmental Education experience:

Overall - Days of environmental education: __________

Last two years - Days of environmental education: __________

Please briefly describe the most challenging or rewarding environmental education you have undertaken:

________________________________________________________________________

________________________________________________________________________

Other relevant experience:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Technical experience

Bush (tramping/navigation):

Overall - Personal days on track: _________ Off track: _________ Instructing days: _________
Last two years - Personal days on track: _________ Off track: _________ Instructing days: _________

Qualifications / Courses attended: ______________________________________________________________

Briefly outline the most interesting or rewarding bush trip you have undertaken (inc. date, location, trip length):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

White water kayaking:

Overall - Personal days: _________ Paddling grade: _________ Instructing days: _________
Last two years - Personal days: _________ Paddling grade: _________ Instructing days: _________

Qualifications / Courses attended: ______________________________________________________________

Briefly outline the most interesting or rewarding white water kayak trip you have undertaken (inc. date, rivers kayaked, grade):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Sailing:

Overall - Personal days: _________ Days instructing: _________
Last two years - Personal days: _________ Days instructing: _________

Qualifications / Courses attended: ______________________________________________________________

Briefly outline the most interesting or rewarding sailing experience you have had (inc. date, location, trip length, boat and crew details):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Rock Climbing:

Overall - Personal days: _________ Climbing grade: _________ Days instructing: _________
Last two years - Personal days: _________ Climbing grade: _________ Days instructing: _________

Qualifications / Courses attended: ______________________________________________________________

Briefly outline the most interesting or rewarding rock climbing experience you have had (inc. date, location, climbs and grades, personal or instructing):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Group management:

Overall - Days spent managing groups of people in outdoor situations:_______
Last two years - Days spent managing groups of people in outdoor situations:_______

Briefly outline your most challenging or rewarding experience of managing a group outdoors:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Boat driving (ie launch / small powered vessels):

Experience / Qualifications:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Other relevant technical / activity experience:

Please describe other areas of outdoor activity experience and qualifications that show your experience as an outdoor practitioner (e.g. alpine, sea kayak, high ropes, waka ama, coasteering etc)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
OUTWARD BOUND
INSTRUCTIONAL STAFF

Summary of remuneration and benefits

Remuneration - Salary

As a new instructor you will receive an initial salary of $35,752 per annum for the first two inducting months and then $41,275 for the three month to six month period. After completion of six months, once the induction period and all instructor competencies are completed, you will receive a gross salary of $46,080 per annum.

Remuneration - Benefits

Meals
All meals are provide 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 $70 to $161 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 $2400 per annum. This is paid in addition to the salary.

Personal training
You are supported to undertake 15 days of individual professional development during your contract. These are paid days of work and are eligible for additional financial support to fully or partially cover course fees, membership of professional bodies and other course costs.

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 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.