

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

Skill type:	Before applying for a selection course	Before starting work for OBNZ
General	<ul style="list-style-type: none"> • Sound judgement based on experience working with people in the outdoors • Great people skills • Life experience (includes self awareness; empathy for others; diversity of experience) • Physically fit and hardworking 	<ul style="list-style-type: none"> • Outward Bound NZ medical • Current Pre Hospital Emergency Care qualification or Advanced Outdoor First Aid certificate
Teaching	<ul style="list-style-type: none"> • Creative and interesting teaching style • Ability to plan and deliver great teaching 'in front of a whiteboard' and 'in the woods' 	<ul style="list-style-type: none"> • <i>A teaching qualification is valuable</i>
Bush	<ul style="list-style-type: none"> • 35 days in the bush including 5 days in untracked terrain and camping away from huts 	<ul style="list-style-type: none"> • <i>NZOIA Bush 1 or 2 awards are valuable</i>
Kayaking	<ul style="list-style-type: none"> • 25 days of personal whitewater paddling on grade II or above and 5 days on Grade III or above 	<ul style="list-style-type: none"> • Have completed a River safety / River rescue course in last 2 years • <i>NZOIA Kayak 1 is valuable</i>
Sailing	<ul style="list-style-type: none"> • 40 hours sailing time, including at least 20 hours on the helm • <i>Other maritime qualifications and experience are valuable</i> 	<ul style="list-style-type: none"> • NZ Coastguard Boatmaster qualification • Marine VHF radio operators certificate of competence
Rock climbing and high ropes	<ul style="list-style-type: none"> • 10 days personal climbing experience • <i>5 days of high ropes course experience</i> 	<ul style="list-style-type: none"> • <i>NZOIA Rock Leader, or level 1 is valuable</i>
Driving	<ul style="list-style-type: none"> • Full Class 1 license for a minimum of 2 years 	<ul style="list-style-type: none"> • Full class 2 license • Passenger endorsement
Swimming	<ul style="list-style-type: none"> • Must be a confident and competent swimmer 	<ul style="list-style-type: none"> • Must be able to swim 400m in open water, and tow an unconscious patient 50m



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 four internships per year, two from November to April and two from May to October. Please also use this form if you wish to apply for an internship position.



Application Form

First name: _____	Surname: _____	Gender: M / F
Date of Birth: _____	Place of birth: _____	
Nationality/residency status: _____		
Type of work visa (if overseas passport holder): _____		
Contact address: _____ _____ _____		
Phone: _____	Email: _____	
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): _____



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 I must undergo a medical examination and drug test, and that Outward Bound will undertake a police record check prior to commencement of employment.

Signed: _____

Date: _____

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 Ruth Schaffer 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 etc)



OUTWARD BOUND INSTRUCTIONAL STAFF

Summary of remuneration and benefits

Remuneration - Salary

As a new instructor you will receive an initial salary of \$32,252 per annum for the first two inducting months and then \$35,737 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 \$42,791 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.