

Outward Bound Kaiako/Instructor Application Pack

Thank you for your interest in an Kaiako/Instructor position at Outward Bound NZ.

This document describes the role of an instructor at Outward Bound New Zealand, and lays out the skills and experience you would ideally have before you start working with us.

The role of an Outward Bound Kaiako:

Outward Bound New Zealand aims to inspire personal and social development through value based experiential learning in an outdoor environment. Our Kaiako are integral to the high quality of the courses that Outward Bound New Zealand delivers and their work 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.

Kaiako also need to communicate and connect well with their students, 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:

We operate in multiple outdoor spaces so our Kaiako need to have a base level of skill in these areas, coupled with an ability to teach these skills. The broad range of skill that is required is very unique and we accept that people will have areas to grow so don't be put off if there are areas like this for you. That's very normal.

This table outlines the **desirable** level of skill and experience you might have.

General	<ul style="list-style-type: none"> • Sound judgement based on experience working with people in the outdoors • Great people skills (connection to others, communication, empathy) • Life experience (includes self awareness; empathy for others; diversity of experience) • Physically fit and hardworking
Teaching	<ul style="list-style-type: none"> • Creative, interesting, and effective teaching style • Ability to plan and deliver great teaching 'in front of a whiteboard' and 'in the woods'
Bush	<ul style="list-style-type: none"> • Experience in NZ native bush on and off track, multi day trips with camping in the bush • Ability to use map and compass off track • Experience teaching these skills to students
White water Kayaking	<ul style="list-style-type: none"> • Experience paddling rivers. Competent on grade 2 and safely navigate down grade 3. • River rescue training and experience • Experience teaching white water kayaking very beneficial
Sailing	<ul style="list-style-type: none"> • Experience sailing. This could be experience in dinghy sailing, or on yachts, crewing for people, anything on a vessel powered by sail. • Experience in boats. This could be driving launches, fizz boats, any time spent on power vessels. • Experience teaching sailing or other boat based activities beneficial • <i>Other maritime qualifications and experience are valuable</i>
Rock climbing and high ropes	<ul style="list-style-type: none"> • Experience in a rock climbing, and/or high ropes setting. • Experience teaching rock climbing and/or high ropes beneficial

Driving	<ul style="list-style-type: none"> • Full Class 1 license for a minimum of 2 years • Able to drive manual vehicles
Swimming	<ul style="list-style-type: none"> • Must be a confident and competent swimmer

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.

Because of the significant amount of training that all of our instructors need to go through to be inducted into the role, it is our desire that Kaiako/instructors commit to working with us for 3-4 years.

If you have good skills and experience in most of these areas, but not all, it is certainly worth applying. It may be that you need to concentrate skill development in a certain area but that can happen after you've applied and we move further through the process.

If you wish to proceed with your application, please:

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

NB: If you don't enjoy writing so much, please use the form as a guide for the information we hope to gain from this process. If for example, you'd rather take a video of yourself talking about the content of this form, that's no problem. You can email that to us instead of the form to kick off this process.

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

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

Chee Joe
 Pou Whakaako/Training Manager



Application Form

First name: _____	Surname: _____	Sex: Female / Male / Intersex
Date of Birth: _____	Place of birth: _____	Gender: _____
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?

<input type="checkbox"/> Class 1 (Car)	Date: _____
<input type="checkbox"/> Class 2 (Heavy Vehicle)	Date: _____
<input type="checkbox"/> 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: _____



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: _____

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

Other relevant experience:

Technical experience

Bush (tramping/navigation):

Overall - 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: _____

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: _____

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: _____

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: _____

