



## **Program Staff – Lead Guide**

YouthAdvance is excited to be announcing a new role within our growing team.

### **About YouthAdvance**

YouthAdvance is an Open Award Centre for The Duke of Edinburgh's International Award for participants in NSW, ACT, VIC, SA and also provides a range of services in support of The Duke of Edinburgh's International Award, including administrative support for award leaders and a range of Duke of Ed Adventurous Journeys.

YouthAdvance Australia offers a range of Duke of Ed Adventurous Journeys around Australia, from programs on the urban fringes to some of the most remote locations around Australia. We currently offer Bronze, Silver and Gold level programs with activities such as hiking, kayaking, snowshoeing and canyoning. We offer custom programs for schools and Open programs for individuals throughout the year.

Please visit our website at [www.youthadvance.com.au](http://www.youthadvance.com.au) for further details of what we offer. We are also on Instagram and Facebook.

### **Position Overview - Guide**

Program Staff – Guides are responsible for the delivery of YouthAdvance Adventurous Journeys around Australia.

This job role requires the following tasks to be completed:

- Deliver planned programs as stipulated in daily run sheets
- Maintain compliance to SOP's while delivering programs
- Ensure compliance to The Duke of Edinburgh's International Award AJ's as stipulated in the Award Handbook
- Monitor hazards and implement risk management strategies as stipulated in program documents
- Prepare program appropriate equipment prior to departure and maintain the scheduled inspection and cleaning of company equipment
- Complete and file program documentation as required
- Perform secondary duties when not required in the field
- Assist in the development of new programs
- Provide pre-program information presentations and training sessions.
- Meet and greet parents and participants prior to planned journeys
- Assist in the driving of company vehicles with trailer and bus (LR-Licence)

### **Selection Criteria**

The successful applicant will need to demonstrate:

- Qualifications in Outdoor Recreation and or Education
- Experience in managing groups in remote locations with minimal outside assistance.
- Strong skill set in the following outdoor hard skills:
  - Tracked and off track Navigation in the following environments / locations
    - Blue Mountains / Sydney Basin
    - Snowy Mountains
    - Central Australia
    - Northern Australia
    - Fraser Island (coastal environments)
  - Bushwalking and general remote camping experience
  - Flatwater sea kayaking / canoe experience
  - 4x4 driving in remote location (intermediate)
  - Hold a valid Remote Area First Aid or Wilderness First aid skills set qualification
  - Equipment selection and fitting for participants hiring equipment
- Strong oral communication skills and is an effective communicator (previous experience communicating with teachers, parents and students ideal)

- Proficient in office-based technology such as Microsoft Office.
- Proven ability to work independently with minimal supervision.
- Ability to motivate and inspire young people
- Current Driver's License, preference given to applicants with LR – Licence
- Small vessel operation (motorboat) RMS Boat licence ideal

#### **Contracts available for 2020**

YouthAdvance will be offering the following contracts in 2020.

1. Contact 1 – Duration 12 Months (1 staff - Guide), 36 hours per week
2. Contact 2 – Duration 12 Months (1 staff - Guide), 36 hours per week
3. Contact 3 – Duration 12 Month (1 Staff – Assistant Guide), 36 hours per week
4. Contact 4 – Multi Day / week contracts, 2 – 6 days in length (Multiple Staff)

There is also the opportunity for contact staff to do additional casual days if required.

**Rates:** \$25.00 – 33.00 per hr. YouthAdvance shift durations range from the following;

- Short Day – 5hrs
- Normal Day - 8Hrs
- Long Day – 10hrs
- Extended Day - 12hrs
- Extended Remote Day – 14hrs
- Overnight allowance for overnight programs

**WWCC:** The successful applicant must be able to provide a WWCC prior to commencing role.

**Commencement Date:** Varied and negotiable.

**Position Location:** This role is a field primary based role with the occasional office-based responsibilities. Our office is located at Belrose. Field work will require travel to remote locations with clients where our programs are run, including Snowy Mountains, Blue Mountains and the Northern Territory.

**Interested Applicants:** Interested applicants will need to provide a cover letter which demonstrates the applicant's suitability for the role and addresses the selection criteria above, current resume and 2 references.

**Closing Date:** As per the following dates

- Contract 1 – 20th of Dec, Interview will be held the week of the 13<sup>th</sup> of Jan.
- Contract 2 – 20th of Dec, Interview will be held the week of the 13<sup>th</sup> of Jan.
- Contract 3 – 20th of Dec, Interview will be held the week of the 13<sup>th</sup> of Jan.
- Contract 4 - 13th of Jan, Interview will be held the week of the 27<sup>th</sup> of Jan.

*YouthAdvance Recognises the values of Duke of Edinburgh's Award in creating work-ready candidates, all applicants who have completed the Gold Award will be given a 1<sup>st</sup> round interview #WorldReady*

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