



## **Mount Hutt College Methven Outdoor Pursuits Course/Assistant Manager Job Description**

### **Purpose**

The primary consideration is the physical and emotional safety and well being of the students involved in the Outdoor Pursuits Course and Lodge Life in Methven.

In partnership with the Manager, the Assistant Manager is expected to be available for 5 days per week as agreed with the Manager and the Principal. On these days it is a requirement that the Assistant Manager lives onsite and has a friendly and supportive presence, caring for the students and providing opportunities for them to learn and grow.

**Responsible to:** Board of Trustees (see policy) via Principal and School Liaison person.

### **Tasks/Duties-Overview [In consultation with the Course Manager]**

#### **Lodge Life**

##### **Supervision:**

- Actively oversee curfew times and procedures when on duty.
- Ensure students are safe and secure.
- Oversee attendance at school and course programmes, maintain a register and provide appropriate discipline for non-attendance when necessary.
- Promote and monitor student use of the lodge facilities and keep a record of damage and maintenance issues for report to the Landlord.
- Ensure the Lodge is kept clean and tidy, including rubbish removal.
- Arrange suitable local activities; ensure appropriate travel arrangements are adhered to.
- Ensure students abide by the established expectations for living at the Lodge, keep to the agreed rules and procedures and counsel/discipline when necessary.
- Encourage students to be personally responsible for their own tidiness and hygiene.
- Be available to students whilst on duty and be on site. If circumstances dictate that you need to be off site for a short period of time, be in cell phone contact with students and the school.

##### **Nutrition:**

- Assist students to plan, prepare, cook and serve nutritional meals.
- Work with students to help them organise suitable cooking and cleaning rosters.
- If needed, assist students with the purchase of food in Methven.

##### **Security and Safety:**

Comply with any Health and Safety requirements re premises/hostel (e.g. Hostel Licencing requirements)

- Ensure students are safe in the Lodge, assist with keeping the complex secure when students are away on activities or holiday.
- When on duty have a presence around the Lodge, especially in the evenings. Check and support student behaviour with visitors to the Lodge.

## **School Life**

### **Contacts with School:**

- Check on students and notify school of any injury or health concerns that require students to be absent from school. [ By 8.30am]
- Support students in their balance of school and OPC life.
- Be available during the school day to look after ill or injured students back at the Lodge.
- Be available to parents at all times in an emergency and at other agreed times.

## **Communications**

- Meet weekly with the Manager to discuss events and the programme.
- Write reports on each student once a term, to detail their progress and achievements.
- Contact parents when necessary to discuss any student's welfare and progress.
- Inform as early as possible, "local" students involved in the programme, of any changes to the programme.
- Help the Manager to compile regular newsletters to parents and the School.

## **General**

- Establish a supportive, empathetic and friendly relationship with students to create a secure and homely environment.
- Record meetings with students where discipline or guidance is required.
- Develop and maintain a positive relationship with school subject teachers, senior management and guidance staff.
- Maintain high standards and professional behaviour when working with students on the programme.
- Be available and contribute to the end of term review process for students and OPC staff.

## **Outdoor Pursuits Activities Programme**

### **Health and Safety:**

- Ensure all health and safety measures and regulations are prepared for and adhered to for both in-house activities and those with outside providers.
- Maintain all gear and equipment.
- Report any issues regarding poor or unsafe practice to both the Manager and School.

### **Tuition/Instructing:**

- Develop outdoor education philosophies in the outdoors with the students.
- Focus on skill development in the outdoors.
- Integrate personal development philosophies and practices into outdoor pursuit activities.
- Be available to transport students to and from their associated activities.

### **Supervision and Welfare:**

- Ensure that students follow accepted health and safety practices.
- Be a positive role model.
- Act as a mentor for students in both outdoor pursuits activities and wider lodge life.
- Near the time of assessments, promote an appropriate study environment in and around the lodge.
- Encourage through good practice and support, appropriate attendance at local social and sporting events.
- Be available to collect students from such events at the week end.

## **Skills and Knowledge for the Position**

- Have a current first aid certificate (Pre-Hospital Care recommended)
- Some experience, qualifications in and love for the outdoors.
- Passion for the development of youth and be prepared to be involved in Personal Development programmes.
- The ability to work with the Manager to establish, operate, review and maintain relevant safety procedures.
- A positive attitude, be able to motivate by example and good role modelling.
- Be supportive of the need for students to have a balance between academic study and the outdoor activity programme.
- A flexible operator and a positive advocate for the course in the wider Methven District and throughout the rest of New Zealand.
- Class 2 licence with P endorsement would be helpful but not essential.
- NZOIA qualifications in rock and/or kayak but not essential.