

## Mount Hutt College Outdoor Pursuits Course Manager Job Description



This is a residential 'live-in' position, directly responsible to Mount Hutt College Board of Trustees.

The Primary goal of the person fulfilling this position is to provide a strong leadership for OPC, in creating a safe environment for the students and working closely with the Assistant Manager to provide a diverse but holistically managed outdoor and personal development course.

### ***Break down of responsibilities:***

#### **Lodge Life**

- Actively ensure safety and well being of all students at all times.
- Maintain records of illness or injury; complete an incident Form for any injury and record in the Incidents' Register.
- Maintain record of any discipline matters.
- Contact parents about any student concerns; inform the Dean, School Liaison and/or the principal about any concerns.
- Follow all OPC procedures with regard to the Lodge being a school hostel. This is particularly important with regard to the Code of Conduct.
- Ensure that all students and staff are aware of the Emergency procedures for the hostel and that these are displayed prominently. Conduct a practice evacuation each term.
- Monitor hygiene and tidiness of lodge facilities
- Establish rosters for lodge duties
- Ensure cooking and cleaning duties are carried out fully with respect to health and nutrition.
- Provide transport and assistance for weekly food shopping trips in Ashburton.
- Be available to mentor and advise students in all matters.
- Ensure students are developing independence in all areas.
- Ensure all Health and Safety regulations are adhered to.
- Be available to liaise with parents.
- In conjunction with the assistant manager prepare and deliver full personal development program throughout the year.
- Maintain lodge property and ensure hostel and fire regulations are met.
- Ensure there is always a supervisor on duty with a cell phone and available to students.
- Maintain individual files on each student and provide annual certificate of achievement.
- Maintain an advancing marketing scheme for the course and working with the college maintain and update website.
- Set and adhere to a full budget for each year.
- Maintain financial records in conjunction with school finance officer.

#### **Outcome**

All of these roles are to be completed with the foremost attention being to providing a physically and emotionally safe environment in which the OPC students can develop and grow.

#### **Outdoor Pursuits Activities Program**

- Prepare and facilitate a full activity schedule for the year. Ensure bookings for accommodation, gear, and guides are completed early and within budget.

- Prepare a separate activities budget annually;
- Ensure all activities run within the standards outlined in the OPC Safety Plan including keeping all trip reports up to date.
- Monitor and maintain all OPC equipment and implement gear reviews and logs where necessary.
- Keep an up to date the driving log book.
- Liaise with the TIC outdoor Education about the content of the Outdoor Education course undertaken by each OPC student. Follow the Mount Hutt College EOTC procedures, including the Approval Process, for all trips and activities. Ensure all relevant forms are completed for all activities within the required time frame and that approval is gained according to the guidelines.
- Develop a program utilizing appropriate industry professionals who align themselves with the outdoor and environmental philosophies of the course.
- Utilize the activities as a medium to teach and develop further with relation to personal development topics.
- Organize a full transport scheme annually and ensure through regular meeting with the provider that this is running within budget and efficiently
- Be available to drive to activity
- Ensure students are involved in safe and beneficial practice on activity
- Ensure a positive understanding and balance for the students around activity and work/study habits.
- Encourage students to be involved in extracurricular activity in the community and support them within that, providing transport and attendance when necessary.

### **Outcome**

To develop a safe and unique learning environment in the outdoors in which the students can put concepts learnt in personal developed into practice and gain a full overview of base outdoor activities and the skills involved in each.

### **School Life**

- Maintain regular communication with school by way of weekly meetings with School Liaison and Principal.
- Maintain a roster of students absent days and notify school before 8:30am if student is to be absent.
- Be available during school time to look after any sick or injured student. Be available to meet with teachers on a monthly basis to discuss student progress.
- Regularly be in contact with students teachers at school to discuss progress.
- Organize and run study at school library for OPC students on Tuesday and Thursday nights.
- Ensure students maintain healthy study habits and have space and time to complete homework at lodge.
- Organize meetings with students and School Liaison to check up on academic goals and achievements halfway through the year.
- Show an active interest in students school life attending swimming sports and athletics days when possible.

### **Outcome**

To develop a positive attitude towards study and learning in OPC students and provide the opportunity for everyone to attain their academic goals for the year.

## **General**

- Meet weekly with Assistant Manager to discuss the weekly plan; send written plan to School Liaison and Principal each Monday morning.
- Write reports once a term (and submit to school well before end of term), regarding students' progress and achievements.
- Stay in regular contact with all parents via newsletters and where necessary to discuss individual students' welfare and development.
- Inform all involved (school, students, parents and local students) of any program changes.
- Compile a monthly Board of Trustees report and give to the Principal on the Friday before each BOT meeting.
- Provide article for school magazine outlining the year at OPC.
- Ensure OPC is reviewed at the end of each term with questionnaire distributed to students and parents with program improvement and development in mind and implement necessary changes.
- Regularly provide school and landlord with property maintenance report and assist with day to day lodge upkeep.

## **Outcome**

To maintain Mount Hutt OPC as a strong powerful development course for teenagers and continue the development of the course.

## **Skills and Knowledge for position**

- Full driver's licence, with a passenger endorsement.
- Current First Aid Certification (Pre-Hospital Care recommended).
- Experience, qualifications and passion for work in the outdoors.
- Passion for the development of youth, and knowledge of personal development programs.
- The ability to establish, operate within, review and maintain relevant safety procedures.
- A positive attitude and the ability to provide a strong proactive role model for students.
- An understanding of the necessity of balance between academic studies and the outdoor activity program.
- An understanding of budgeting, marketing, spreadsheets, food and nutrition.

## **Annual Leave**

This position is for 52 weeks of the year. Expectations of work periods and annual leave are outlined below.

- a. The school year is 40 weeks long. No leave will be granted during school terms except in emergencies. The OPC Manager is expected to start work at least one week before the students arrive and to continue for one week beyond the end of the official term 4 final date (or by negotiation with the principal).
- b. Annual leave (under Support Staff in Schools contract – 4 weeks
- c. Statutory holidays – 2 weeks equivalent