

Adventure Learning Leaders & Skills Instructors Application Form 2018

Introduction

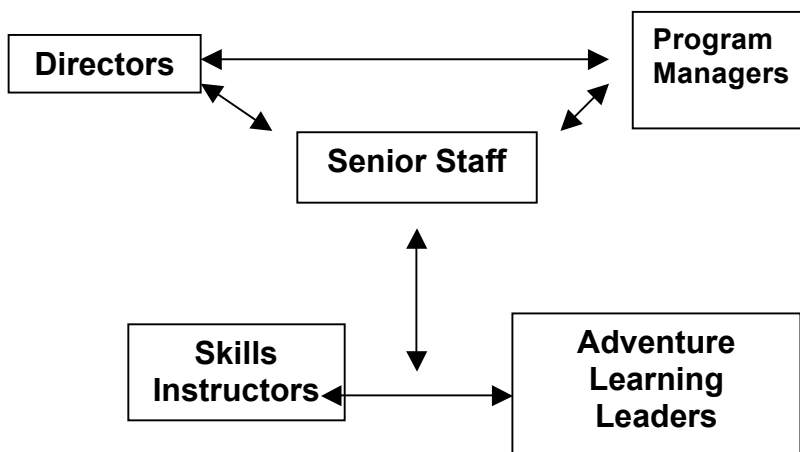
Explorus Adventure Learning is a private company committed to the empowerment & development of young people through Adventure Learning programs. We began our journey in 1986 when we were known as Merribrook Adventures. Since then we have worked with over 200,000 students and corporate clients throughout Australia, a large number of whom have been with us since our inception.

We now only provide adventure based outdoor programs under contract for schools. We work with groups of 20 to 160 students between Year 6 (~11 years old) and Year 11 (~16 years old). These groups are divided into sub-groups of 12-20 students, with one school teacher & two Explorus Group Leaders. Programs range in duration from 4 to 10 days. Our base is at Karridale near Hamelin Bay in the Shire of Augusta Margaret River. We run programs locally in the Leeuwin Naturaliste National Park with students experiencing forests, rivers, caves, sea cliffs and the ocean. We also work in the Blackwood River area, Dwellingup, Byford and the Murchison region of WA.

We currently have vacancies for **Group Leaders** who can competently & safely lead a group of students for the duration of their program, and **Skills Instructors** with recognised activity expertise and certification. Our aims are for students to learn more about *themselves, the people around them & the natural environment*. You will be required to teach & support students during a program that takes them away from their normal routines. Our goal is to foster independence & encourage self-reliance & resilience in sometimes testing conditions through living in a small, functional & cohesive community.

Most programs are journey-based expeditions or have an expedition component.

Organisational Structure



What we look for in a successful applicant

- Maturity and a range of life experiences that enhance your ability to assess and judge situations in a changing environment. Experience and maturity also enable you to better relate to and care for all our clients;
- A personal passion for working with young people in Australian natural environments;
- The ability and desire to work with a range of groups in the outdoors under potentially stressful conditions;
- An abundance of enthusiasm, initiative and commitment to organisational best practice and to a team that provides quality programs in a professional, fun working environment;
- A strong commitment to facilitating the growth, education and development of others on an individual and community level;
- Ability to travel comfortably and safely in the outdoors and teach others to do the same;
- Familiarity with Outdoor Education / Experiential Learning philosophy;
- A personal passion and pursuit of outdoor adventure based activities in your own time; and
- A responsible and developed environmental ethos & commitment to sustainable practices.

Adventure Learning Leaders

You are the people who create the experience the students on our programs have. You are also responsible for the experience you have with your fellow workers. At Explorus we recognise the differing range of skills and experience people bring with them. However we encourage a Co-Leading arrangement between the two Adventure Learning Leaders with each group. At times there will be an obvious difference in skills & experience in your pairings, and other times you will be fairly equally matched.

Those with a high degree of skill & experience in a particular area, for example – rock climbing or canoeing – may also have the opportunity to work as a Skills Instructor if currently certified.

Individuals applying for a position as an Adventure Learning Leader are expected to have **prior experience** in this role. A large part of being a successful leader is being able to draw on your experience to make sometimes-difficult judgement calls with regard to the well being of the group. Advanced facilitation of the group experience is another important skill a good leader must have to ensure that it is **more than just an activity based experience** and to assist with the transfer of the students experience back into their life at home. These two final points only come with experience both in your personal ventures and through working with groups in a variety of conditions. A responsible and developed environmental ethos & commitment to sustainable practices is highly desirable.

We also require an advanced level of “soft” and technical skill development for Experienced Leaders & Skills Instructors.

Essential For All Positions

- A personal passion for working with people in Australian natural environments;
- The ability and desire to work with a range of groups in the outdoors under potentially stressful conditions;
- Familiarity with Outdoor Education / Experiential Learning philosophy;
- Logged experience in teaching some or all of: bushwalking, camping, camp cooking, navigation, expedition travel, high ropes courses, canoeing, rock climbing, abseiling and caving;
- Prior recognised roping training and / or experience to be able to competently complete our annual Abseiling Belay Assessment – **if not**, you must agree to attend roping training run by Explorus in February 2018, which will be unpaid.
- Current Remote Area First Aid qualification as a **minimum** (SISOOPS305A)
- Current **W.A Working With Children Clearance** (we will assist in this process if you are a successful applicant and don't have a WA Clearance)
- A National Police Clearance less than 3 years old
- Current Driver's Licence (**manual car** licence minimum); and
- The ability to give and receive constructive feedback for personal growth.

Experienced Leaders

- A high degree of group facilitation experience;
- The ability to apply risk management processes and manage student groups in remote settings; and
- Recognised competency in at least two of the following areas: bushwalking, caving, roping or canoeing.

Leaders

- Prior experience in teaching bushwalking and camping skills, roping, canoeing and a desire to develop these skills further.

Skills Instructors

- **Recognised competency** in at least two of the following areas: high ropes course, caving, rock climbing, abseiling or canoeing (preferably canoeing and one other);
- Extensive experience in managing a site and a group for a skills activity; and
- The ability to apply risk management processes, including emergency responses, and manage students in remote settings.

We are seeking staff with more than just hard skills – they can be learnt. If you are articulate, able to communicate effectively and have received a broad education in a traditional and non-traditional sense, your Application will be stronger.

Application Process

If you would like to apply for the position of Adventure Learning Leader at Explorus Adventure Learning for 2018 or beyond, please complete the following Application Form **by October 31st, 2017** and post or email it to:

Explorus Adventure Learning

***Postal: P.O Box 22
Karridale, 6288
Western Australia***

Phone: (08) 9758 5500

Fax: (08) 9758 5511

Email: nicky@explorus.com.au

EXPLORUS APPLICATION FOR EMPLOYMENT 2018

Name:

Last	First	Middle	D.O.B
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Current Address:

Number	Street	Suburb	State	Postcode
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Permanent Address:

Number	Street	Suburb	State	Postcode
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Mobile Phone:

Home Phone:

Email:

ARE YOU LEGALLY ENTITLED TO WORK IN AUSTRALIA? THOSE SO ENTITLED ARE AUSTRALIAN CITIZENS, LANDED IMMIGRANTS AND BEARERS OF A VALID WORK PERMIT. **YES** **NO**

POSITION(S) APPLYING FOR:

Position: _____ Casual or Permanent Part Time Contract _____

EDUCATION: NAME & LOCATION OF SCHOOL/UNI YEARS GRADUATION DATE DEGREE

Secondary: _____

Tertiary: _____

Other (workshops, training, seminars): _____

CURRENT W.A WORKING WITH CHILDREN CLEARANCE YES NO

CURRENT NATIONAL POLICE CLEARANCE YES NO

REFEREES: (2 employment & 1 personal)

Name	Address	State	Postcode	Area Code/Ph. #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

EMPLOYMENT HISTORY

List the last 4, starting with the most recent

1. _____
 Name/Address/Phone of present or last employer Period of Employment

Position/Title Immediate Supervisor

Responsibilities

2. _____
 Name/Address/Phone of employer Period of Employment

Position/Title Immediate Supervisor

Responsibilities

3. _____
 Name/Address/Phone of employer Period of Employment

Position/Title Immediate Supervisor

Responsibilities

4. _____
 Name/Address/Phone of employer Period of Employment

Position/Title Immediate Supervisor

Responsibilities

EXPLORUS APPLICATION FOR EMPLOYMENT 2018

CERTIFICATION / QUALIFICATIONS

ROPING:

Peak Body Membership Details (if any):

PERSONAL OUTDOORS EXPERIENCE: (NOT work based trips)

Activity	Location	Organisation/Leader	Date/# of Days
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Bushwalking

- 1.
- 2.
- 3.
- 4.
- 5.

Climbing Rocks/Mountains

- 1.
- 2.
- 3.
- 4.
- 5.

Kayaking/ Canoeing

- 1.
- 2.
- 3.
- 4.
- 5.

Caving

- 1.
- 2.
- 3.
- 4.
- 5.

Other

- 1.
- 2.
- 3.
- 4.
- 5.

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ADVENTURE LEARNING HARD SKILLS:

	No Experience	Limited Experience	Extensive Experience		
GROUP FACILITATION SKILLS ("soft skills")					
Understanding of program outcomes/objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Facilitation of the student experience (Briefing, debriefing, frontloading etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The ability to go "beyond activities"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	No Experience	Limited Experience	Moderate Experience	Can Assist Teach	Very Solid-Can Teach
ROCKCLIMBING					
Briefing activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top Roping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rigging a site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue & evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSEILING					
Briefing activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Top Rope Belay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rigging a site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue & evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIGH ROPES COURSE					
Briefing activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rigging a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER SKILLS					
Canoeing flat water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canoeing white water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayaking whitewater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raft Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
River Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPEDITION SKILLS					
Map & Compass Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expedition planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LNT Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment care /repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camp stove use & care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camp Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weather interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAVING					
Briefing activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horizontal caving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vertical caving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cave interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cave conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cave Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISCELLANEOUS					
PA games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Ropes Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food prep for groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flora/fauna knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPLORUS APPLICATION FOR EMPLOYMENT 2018

GROUP LEADING EXPERIENCE

Describe a specific teaching/facilitation experience you have had. Include size & age range of group, topics covered, how you prepared, what style you used & your impression of your leadership

Would you describe yourself as a “team player”? How do you deal with difficult situations in a Co-Leading situation?

Do you find it easy or difficult to give and receive constructive feedback from your peers? Please expand.

Please cite a situation where you were the Group Leader. How would you describe your style of leadership, how did you relate to your Co-Leader & teacher, and what did you learn about yourself as a Leader?

What do you do to keep yourself positive & inspired to work in the outdoors, and how do you maintain your energy levels for programs, especially during busy times?

What type of program comprises the majority of your outdoor work / experience to date, e.g., journey based etc? Also describe the types of groups you have worked with e.g., high school students, youth at risk etc.

GROUP LEADING EXPERIENCE

Have you had any experience in risk management or hazard assessment processes & practices? Please describe two examples, identifying whether you were in a solo or Co-Leading situation.

What prior roping experience or training have you had?

If employed, would you be prepared to undertake a 3 day intensive roping course to develop your roping skills to a higher standard?

Have you had any previous experience working with LNT (Leave No Trace) principles?

How do you try and impart the principles of environmental responsibility / stewardship and sustainable practices to students?

What makes you passionate about working with & teaching people in the outdoors & what do you see as its value?

Do you have any medical conditions or previous injuries that may inhibit your ability to fulfil your role at Explorus? If yes, please provide details:

How did you hear about Explorus Adventure Learning and why do you want to join our team?

Is there any additional information you would like to provide us with?

- All applicants **MUST** have a current, or be in a position to apply for a **W.A Working With Children Clearance & National Police Clearance** to be considered for this position. This is consistent with our Child Protection Policy Employee Screening Procedure. We will assist successful applicants who do not have a current WA WWCC.
- All qualifications **MUST** be current to be considered valid.
- Please feel free to enclose any further information or supporting documentation that you feel would further enhance your application.

DECLARATION

I declare that the information in the Application for Employment to be the truth. I give permission for Explorus to complete Reference Checks with any of my Referees, to request verifications and/or Academic Transcripts from the individuals or institutions herein. I understand that it is necessary for me to procure a National Police Clearance & WA Working With Children Check prior to commencement of employment.

Signed: _____ **Print Name:** _____ **Date:** _____

We would like to keep your Application on file in the event of future employment opportunities becoming available. Please tick the appropriate box: **Yes** **No**

APPLICATION CHECKLIST

Please ensure you have completed the following documentation that will be required for your Application to be considered:

- Completed & **signed** Application for Employment Form
- Current Resume / CV
- Copy of your Current National Police Clearance (less than 3 years old)
- Copy of your Current First Aid Certificate
- Copy of your Current Drivers' Licence
- Copy of any relevant qualifications
- Copy of any relevant activity logbooks

Ideas for the format and content of this Application Form were taken from the Canadian Outward Bound School, January 2000. Copyright Kosciusko Pty Ltd 2018 ©