

JOB DESCRIPTION

Title	Wainui Park Chief Instructor
Based at	Wainui Park
Reports to	Wainui Park Manager
Direct Reports	Wainui instructional team
Works with (internal)	Wainui Park staff – admin, maintenance, catering The Kind Foundation Outdoors Staff at other centres The Kind Foundation Managers The Kind Foundation Youth Workers The Kind Foundation Health and Safety Officer
Works with (external)	General public Schools Community groups Corporate groups External Contractors Suppliers
Term of Employment	Full time 40 hours per week, residential live-in role No set hours - the Chief Instructor is expected to work the hours and times necessary to effectively manage the operations
Mission	Making a positive difference every day

Overview of Wainui Park

Wainui Park is a branch of The Kind Foundation – one of 5 sites. The Kind Foundation is a community organisation which aims to develop people in mind and body, from a strong values base and in particular with a strengths-based approach to youth development.

Wainui Park is a key department of The Kind Foundation and has been an important part of the organisation's work, for over 90 years. For Cantabrians it is a place of positive memories and holds an iconic reputation for children and young people both past, present and future. It is a place where skills are discovered, memories are created, and often long-term developmental outcomes are achieved for participants.

Wainui at maximum capacity accommodates 200 people, plus tent sites. There is a tent site, a cabin site and a lodge. Most of the staff team live on-site. At peak season the park employs around 20 staff.

Located on the Akaroa Harbour Wainui is a hive of activity from holidaymakers during the summer months and a sleepy hamlet with a few permanent residents in the winter. There is no amenity in Wainui, however Duvauchelle is a 20-minute drive away and has a petrol station, pub and small grocery shop. Wainui is a 35-minute drive from Akaroa and 1 ½ hours' drive from the centre of Christchurch.

Overview of Role

Wainui Park aims to be an industry leader of best practice – in safety systems & culture, outdoor educational excellence and environmental responsibility. For this to occur the Management and staff need to foster a culture of continuous quality evaluation and industry awareness – as this is an area of work where legislation and requirements regarding health & safety are always changing, as are the expectations and needs of the customers.

Key to this is the leadership and mentorship of a team of young, relatively inexperienced instructors who are at the beginning of their outdoor leadership careers. These staff hail from NZ and other parts of the world and are employed primarily on internships. Some of these internships are paid but largely the purpose of the internships is to develop young outdoor leaders while also delivering great outdoor education for kiwi kids. The interns are integral to both the culture and quality of the outdoor programme that is delivered, and the financial success of Wainui overall. The Chief Instructor is required to lead this team with safety as a first focus, with the overall goal to provide amazing fun developmental outdoor experiences for thousands of children and young people per year, while at the same time providing the interns themselves with a rich, supportive learning environment.

Wainui will be successful when the outdoor operation is known for the high quality of the learning. The activities at Wainui are a mix of on-site and off-site offerings which are instructor-led or self-led. Some of the activities that are higher risk require regular audits as per the Adventure Activities Guidelines – such as kayaking and high ropes. The activities should be safe, fun and involve learning.

The Chief Instructor will be successful when the leadership of the interns and the quality of their outdoor delivery is held well and does not default to the Wainui Park Manager. The Chief Instructor will also be called upon to be sole charge of the camp when the manager is off site or on leave, and the expectation that this role is the clear second-in-charge to the Manager in relation to any decision making impacting the experience of our customers.

The centre operates 24/7 and are not conducive to a 9-5 work-cycle or rostering mentality. The Chief Instructor is expected to live on-site at Wainui and will be required to work diverse hours and days with likely very little routine. The role will only suit a person who enjoys this aspect of park life – and who is good at managing the flexibility to role affords, so that it is an enjoyable lifestyle.

Key Tasks

To effectively lead all aspects of outdoor programme operations:

Trainer: The Chief Instructor is responsible for training and overseeing the instructional skills and competence of the team – many of whom start at Wainui with minimal experience. The ability to work out efficient and effective ways to teach, inspire, motivate and supervise a team of young staff is critical to success.

Leadership: Communicate and bring to life a vision of positivity and optimism such that working at Wainui Park is fun for all staff. Being decisive, clear and fair in all dealings with staff so that they

know what is expected of them and why, and so they receive feedback on performance in a timely manner. Lead by example always – undertaking any task at camp to help the team.

Management: Ensure that the many competing priorities are addressed according to those which will have the biggest impact in terms of safe and engaging programming and programme delivery. This includes having excellent time management skills and a flexible mind-set. The Chief Instructor will take responsibility for all daily logistics relating to programme, trouble shooting in live time and addressing any complexities that will inevitably arise.

Strategy: Continual improvement and evolution of the offerings at Wainui is key to long-term sustainability and success. The best Chief Instructor will actively support the Camp Manager in their role, to ensure that change is embraced and the camp continues to grow and develop over time.

Positive Attitude: The park is a place for the interns to experience this work such that it develops their skills as leaders. The Chief Instructor must lead the team so that they experience a positive workplace environment, a sense of team, and an understanding of the difference they are making to the organisation and to the children and young people who come to the camp for outdoor learning experiences.

Health and Safety: The Chief Instructor must understand their H&S obligations and ensure that the H&S system and practices are being followed by the Wainui interns/instructors. The park is regularly audited both internally and externally and the Chief Instructor will actively assist in meeting the requirements of the Adventure Activities Regulations – under the guidance of The Kind Foundation H&S Officer and the Camp Manager.

Strengths Based Approach to Youth Development: The Chief Instructor is expected to work with young people and children in a manner which is best practice (refer: Mana Taiohi, New Zealand's model of positive youth development). This is particularly important during Holiday camps, where park staff take on the pastoral care of the participants. Support for training staff on Mana Taiohi is provided by The Kind Foundation youth work team.

Teamwork: The Chief Instructor will work with the Camp Manager and other Wainui staff to enhance the overall outcomes of the camp.

Performance Indicators

Safe operations – prescribed safety systems are followed in the delivery of the outdoor education programmes

Happy interns/instructors – the interns enjoy their time at Wainui and report that they have been given opportunities for self-development, learning and adventure.

Satisfied customers – schools report that their experience was safe, organised, and met expectations (in relation to the outdoor programme).

Supported manager – the camp manager maintains a high degree of trust for the Chief Instructor's reliability, integrity, honesty and commitment to the bigger picture outcomes.

Experience & Competencies Preferred

- Advanced instructional skills: An ability to teach instructional skills (both hard skills and soft skills) supervise, motivate and mentor the instructional team and manage their performance as necessary.
- A background in outdoor education.
- An understanding of Tikanga Māori and the principals of Te Tiriti o Waitangi.
- An understanding of Mana Taiohi and The Code of Ethics around Youth Work in Aotearoa.
- Adaptability: proven ability to oversee complex logistics with a cool head, and adapt accordingly when circumstances require.
- Integrity. The ability to build trust, stability and hope.
- Highly organized, efficient and with a good attention to detail.
- Pro-active and results driven.
- Professional in attitude and behaviour.
- Walks the talk of The Kind Foundation core values of honesty, inclusion, responsibility and kindness.
- Comply with the Children's Act and commit to the organisation's Child Safety policies and procedures.
- Clean Police record / drug free.

Qualifications that would be helpful for this role

- A degree in management or education
- Technical outdoor qualifications

Qualifications that are required

- Current First Aid Certificate
- Full driver's license

The Kind Foundation Statement on Child Protection

The Kind Foundation is committed to providing a child safe environment.

- We will ensure that we employ safe people to work in our organisation.
- We will ensure that staff have appropriate training to deal with children and young people appropriately.
- We will ensure that any concerns about the wellbeing or safety of children is addressed as a matter of paramount concern.
- We will work as a team to ensure internal systems, processes, policies and procedures consider the voice, the needs and the special vulnerabilities of children and young people.

Job Pathways

Sideways	Other managerial positions at other outdoor sites
Outwards	Leadership roles within non-outdoor departments
Upwards	Wainui Manager / APOEC Supervisor

The Kind Foundation Statement on Career Development

The Kind Foundation tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.

This could be within the department they work or more broadly to other The Kind Foundation departments.

Performance reviews which include planning personal development occur at least once a year, but should be an ongoing conversation between staff and their direct report.

We encourage staff to pro-actively manage their own professional development by seeking opportunities to learn and grow. Wherever possible these will be supported by the organisation.

Employee Signature

Date