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**JOB TITLE** Outdoor Recreation Leader - Cycling

**DATE** 8 Nov 2021

**REPORTS TO** Nicole Moroney/Director

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## POSITION DESCRIPTION

**Position purpose**

- Outdoor recreation leader who can lead and supervise dependent participants in recreational cycle touring activities according to activity plans.

**Main tasks**

Core objectives

- :
- proficient in recreational activity techniques
- communicating with clients and colleagues to determine and interpret their specific requirements;
- providing precise location and situation information in case of emergency situations,
- effectively using body language and demonstration to reinforce technique instruction;
- delivering feedback on client technique;
- addressing client needs to ensure a positive recreation experience.
- Identifying and discussing a range of activity or program enhancements to improve client satisfaction and organisation or facility sustainability;
- engaging colleagues in sharing work-place knowledge; reflecting on own instructional practices for improvement;
- supporting the implementation of environmental management practices;
- monitoring activities and programs for emerging risks.
- Identifying and accessing sources of research on outdoor recreation instruction and program design;
- contributing to a learning environment through openly sharing knowledge and experiences;
- accessing internal and external professional development opportunities;
- updating knowledge and skills to accommodate changes in the outdoor recreation industry
- Collecting, analysing and recording information to efficiently plan outdoor recreation activities and programs;
- setting work priorities and scheduling programs and work activities to meet deadlines and use resources efficiently while minimising environmental impact,
- implementing and monitoring occupational health and safety policies and promoting compliance with legislation and regulations.
- Managing hazards, risks and emergencies related to outdoor recreation activities and facilities;
- clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner;
- dealing with unpredictable and non-routine situations; planning, strategy and resource allocation to design activities to meet client needs;
- applying search and rescue skills; interpreting changing weather conditions in the field;

- determining appropriate instructional strategies for skill transfer to clients.
- Understanding and complying with the legal and ethical responsibilities that apply to own role and operating within limits of authority;
- critically reviewing own strengths and weaknesses;
- actively seeking and reflecting on feedback on own performance;
- building industry networks to regularly update knowledge and skills.
- Providing leadership;
- monitoring group progress and providing encouragement where necessary;
- recognising and adapting appropriately to cultural and language differences;
- promoting compliance with legal obligations;
- acknowledging accountability to supervisors and working collaboratively with other outdoor recreation personnel and stakeholders.
- Understanding and utilising the operating capability of computer systems and software for outdoor recreation program planning and delivery;
- identifying new equipment that improves safety and enhances delivery of outdoor recreation activities;
- using information technology to assist in communication and support management and planning functions.

The above list is not exhaustive and the role may change to meet the overall objectives of the company

#### **Other Duties**

- Maintain work health and safety
- Operate communications systems and equipment
- Minimise environmental impact
- Support implementation of environmental management practices
- Finalise operation of outdoor recreation activities
- Plan outdoor activity sessions
- Identify hazards, assess and control risks for outdoor recreation activities
- Interpret weather and environmental conditions for outdoor recreation activities
- Implement and monitor occupational health and safety policies
- Promote compliance with laws and legal principles
- Conduct search and rescue
- Facilitate groups
- Address client needs
- Coordinate emergency responses
- Maintain equipment for activities
- Lead team effectiveness
- Develop work priorities
- Facilitate responsible behaviour
- Respond to critical situations
- Provide first aid
- Carry out trip preparation and planning
- Facilitate inclusion for people with a disability
- Lead tour groups
- Prepare specialised interpretive content on cultural and heritage environments
- Set up, maintain and repair bicycles
- Ride bicycles on roads, up to moderate terrain and heavy traffic
- Lead cycling activities on roads, up to moderate terrain and heavy traffic
- Plan Ride off road bicycles on intermediate trails
- Lead off road cycling activities on intermediate trails and navigate routes
- Facilitate inclusion for people with a disability

## Required qualities

- proficient in recreational activity techniques
- well-developed leadership skills to manage group participation, cohesion, operational logistics, risk and significant problems as they arise
- work with a considerable amount of autonomy
- make high level independent judgements about logistical, technical, safety and emergency response issues.
- Initiative
- Tenacity
- Positive approach to change

## PERSON SPECIFICATION

### Qualifications

- **SIS40619 Certificate IV in Outdoor Leadership - Cycling**

### Experience

- Must hold a current First Aid Certificate + CPR
- Driving licence current
- Minimum of 2 years vocational experience working as outdoor leader.
- Cycling touring experience

### Knowledge

- NSW Roads Laws

### Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience
- **Teamwork:** willingness to assist and support others as required and get on with team members
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner

### Personal attributes

- Professional approach (essential)
- Confident manner (essential)
- Positive approach to change (essential)

### Other

- Advanced working knowledge of Microsoft Word, Excel and PowerPoint (essential / desirable)

Applications via email only: [nicole@centralwesttours.com.au](mailto:nicole@centralwesttours.com.au)