

## **Limerick and Clare Education and Training Board**

|                                  |  |
|----------------------------------|--|
| <b>JOB TITLE:</b>                | Outdoor Education Instructor   |
| <b>ESSENTIAL QUALIFICATIONS:</b> | Instructor/ Leadership qualifications in at least two of the following sports: Kayaking, Canoeing, Snorkelling, Hillwalking, Rockclimbing, Mountain Biking, Orienteering, Caving & Archery.<br>A current First Aid qualification.  |
| <b>DESIRABLE:</b>                | A FETAC or Third level qualification in Outdoor Education or a related area.<br>Skills and experience in related areas such as Campcraft, environmental education, Team Challenges etc.<br>A D1 or ED1 minibus licence.  |
| <b>EXPERIENCE:</b>               | Candidates will ideally have two seasons experience working in an Outdoor Education or Adventure Centre.   |
| <b>PERSONAL SKILLS:</b>          | Instructors should possess the following attributes: <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Commitment to maintaining a culture and ethos appropriate to Outdoor Education</li> <li>• High levels of personal motivation, adaptability and creativity</li> <li>• Ability to work under pressure and to set timetables.</li> <li>• Good organisational skills</li> <li>• The ability to work on their own initiative and as part of a team</li> </ul> |
| <b>SECTOR:</b>                   | Outdoor Education – Kilfinane OEC and the Burren OEC   |
| <b>AGE RANGE OF LEARNERS:</b>    | Children and Adults from 7 years +. The majority of learners are of school going age.  |
| <b>BACKGROUND:</b>               | LCETB provide Outdoor Education services at two Centres based in Kilfinane, Co. Limerick and the Burren, Co. Clare. Our programmes are offered on both a residential and non-residential basis using the Outdoors and Adventure Sports as a medium for personal and social development. We offer programmes at all levels from Introductory Skills to Instructor Training and Assessment.  |

Outdoor Education Instructors are required to work evenings, overnights and weekends.

For more detailed information on our Centres please visit:  
[www.kilfinaneoeec.com](http://www.kilfinaneoeec.com) and [www.burrenoec.com](http://www.burrenoec.com)

**KEY TASKS:**

The duties of Outdoor Education Instructor include:

1. To instruct & lead individuals & groups in the various activities organised by the Centre having regard to the Educational ethos of the Centre.
2. To operate all activities according to required operational standards & best practice as set out in the Centre Operations manual.
3. To be responsible for the safety, instruction, supervision and enjoyment of those in his/her care.
4. To be responsible for the maintenance, storing and control of all centre equipment and property.
5. To be actively responsible for the supervision & direction of groups during non-activity periods such as meal times and before and after activities until such time as responsibility has been handed over to group leaders or another member of staff.
6. To communicate effectively with the Centre Manager & Senior Instructor on all issues.
7. To maintain appropriate skill, fitness and qualification levels so as to enhance instructional performance.
8. To maintain appropriate records for group visits, programmes and accidents / incidents.
9. To assist with the design of programmes, course notes and other related administrative duties.
10. To be fully conversant with Centre Operating Procedures, Governing Body Guidelines & Statutory regulations.
11. To attend training courses as required and to meet agreed training targets for NGB qualifications.
12. Any other duties as required by the Centre Manager

**Note:** This job description is neither definitive nor restrictive and may be modified to meet changing needs.