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| **POSITION IDENTIFICATION**  |

**Position:** BMAC Apprentice

**Age:** Minimum 18 years

**Reports to:** Operations Manager

**Working** BMACManager

**relationships:** BMAC staff

 BMAC clients/groups

**Duration:** 10 months

**Hours of work:** Full-time: 40 hours/week. The nature of the programme requires the Apprentice to often work flexible hours.

**Based at:** The Salvation Army Blue Mountain Adventure Centre

 Pito Street, Raurimu

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| **PURPOSE OF THE SALVATION ARMY BLUE MOUNTAIN ADVENTURE CENTRE** |

The Salvation Army Blue Mountain Adventure Centre (BMAC) is an outdoor adventure centre in the heart of New Zealand. The centre was established in 1990 and has become a well-known and trusted outdoor education centre that is used by organisations, schools and various groups from around the country.

With a strong focus on safety and an enthusiastic team of staff, BMAC is the perfect choice for a safe, fun and memorable adventure. The mission of BMAC is to help people discover and live out their God-given potential through the challenge of adventure.

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| **POSITION OBJECTIVE** |

This position exists for the mutual benefit of BMAC and the Apprentice. The Apprentice will be part of a tailor-made training programme to help them discover and live out their God-given potential through the challenge of adventure; an ideal way to build their capacity and personal growth.

As an Apprentice you will gain practical work-skills and knowledge as you work closely with BMAC staff in a variety of tasks around the centre. You will have the opportunity to gain other qualifications such as NZOIA and Skills Active, NZQA credits whilst gaining experience in the adventure-based industry. An Apprentice will be trained in some aspects of leadership and facilitation and forge meaningful relationships with BMAC clients; through this they are able to share their faith in the natural environment of BMAC programmes.

 The Apprentice is part of the BMAC team, they will be involved in all aspects of BMAC life.

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| **SELECTION CRITERIA (PROFILE OF IDEAL CANDIDATE)** |

* Willingness to role model the outworking of the BMAC mission statement in effective and creative ways.
* Ability and desire to live out their Christian faith in the workplace.
* Enjoys working with a range of people.
* At times be able to work on their own, as well as part of a team.
* Have a full driver’s licence.
* Desire to learn on the job – teachable spirit – ability to respond well to constructive feedback with a determination to improve and learn new skills.
* An appetite for adventure, a love for the outdoors and good health.

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| **KEY RESPONSIBILITIES AND DUTIES** |
| ***Responsibilities and duties*** | ***Key Performance Indicator***  |
| **Vision & direction*** Upholds the vision, mission, objectives and goals of the organisation
 | * Ability to support the vision, mission, objectives and goals of The Salvation Army Blue Mountain Adventure Centre
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| **Organisational*** Organisation

 * Training / Learning
* Self-development
* Spiritual life
 | * Attends team meetings including regular staff meetings, devotions and special meetings, as required
* Participates in training and professional development, as required
* Contributes to discussions
* Works towards gaining NZQA credits, and/or NZOIAs
* Flexible and accommodating attitude
* Seeks guidance and advice from other BMAC staff and mentor/s
* Sets training goals and meets them
* Is open to pursuing a personal relationship with God
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| **Administration** * General administration
* Customer service
* Helping around the centre
 | * Necessary paperwork (e.g. NZQA, trip reports, staff records, staff diary, gear allowance, training allowance) kept in a timely and accurate manner
* Timely correspondence
* Ensure a high quality of customer service
* Friendly and welcoming to clients and staff
* Professional and helpful
* Follows instructions as required by management staff
* Uses initiative to help out where necessary
* Assists with food organisation for group catering
* Cleaning and general housekeeping around centre
* Assists with vehicle maintenance
* Makes effort with presentation and maintenance of equipment and property
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| **Programme** * Development
* Safety
 | * Assists BMAC staff with programmes as necessary
* Shows a desire to learn program facilitation skills
* Role models safe participation
* Seeks and follows guidelines from senior instructors to ensure their safety and the safety of clients
* Adheres to all BMAC Standard Operating Procedures
* Hazards are reported
* Participates in health and safety routines
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| **Operational procedures** * Standard Operating Procedures
* Risk management system/practices
 | * Works on becoming familiar with the Centre’s standard operating procedures and Activity Management Plans
* Maintains excellent risk management practice to protect clients, staff, self and reputation of the Centre
* Complies with workplace policies and procedures for hazard/risk identification, assessment and control as per Salvation Army health and safety policies, guidelines and procedures
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| **Instructing*** Duties
* Skills
* Participants
 | * Supports instructors
* Undertakes and performs instructors’ duties once qualified/ signed off in

that specific area* Takes time to gain personal skills, experience and knowledge to adequately to perform required duties and tasks
* Imparts skills and knowledge to participants in various outdoor pursuits
* Facilitates group discussions and debriefs, as required
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| **Organisational responsibilities*** Representation
* Awareness
* Procedures and beliefs
 | * Represent The Salvation Army and the Centre in a positive way at all times
* Acknowledge that The Salvation Army, as a significant branch of the Christian Church, presents faith and values through leadership and example (through dress, language and behaviour) and as such, requires a high standard of professional and personal conduct at all times
* Understand The Salvation Army, its wider involvement in the community, and the potential impact of this at the Centre
* Respect and adhere to the procedures and beliefs of The Salvation Army which are based on the Christian faith
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| **PERSON SPECIFICATION**  |

**Qualifications, skills and experience:**

* Enthusiastic individual willing to work in a team environment with staff, volunteers and management
* An active interest in the outdoors
* Physically able to participate in the Centre’s activities
* Ability and desire to work with people of various ages and backgrounds
* Cultural awareness and sensitivity
* Must be able to live locally to Raurimu
* Ability to work flexible hours and be on-call
* Satisfactory police check
* A full drivers licence
* Demonstrate a Christian faith commitment through lifestyle choices, professional responsibilities and relationships
* Qualifications such as NZOIA’s and Skill Active would be advantageous.