



NEWHAVEN COLLEGE

Position Description

AFL SportsReady Outdoor Recreation Traineeship



DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

OUR SCHOOL VALUES

Respect

Honesty

Empathy

Responsibility

Excellence

Job Title	AFL SportsReady Outdoor Recreation Trainee
Reports to	Head of Year 9
Date	2027 School Year
Employment Status	Temporary – AFL SportsReady traineeship, full time. One to two years, commencing 22 January 2027. Duration depends on coursework and the agreed training plan.
Classification Level	Classification will be determined in accordance with the applicable award and arrangements made by AFL SportsReady.

Position Purpose

This traineeship provides a practical pathway into a career in outdoor recreation and outdoor education. The trainee will work alongside the Year 9 Educator and College staff, supporting the planning and delivery of outdoor learning, excursions and programmes. Through the Certificate IV in Outdoor Recreation and supervised workplace experience, the trainee will develop specialist skills in activity planning, group facilitation, risk management, environmental care and emergency response. As their training progresses,



they will be able to contribute to specialist areas of the College's outdoor education and recreation programmes while continuing to build field experience and complete the required coursework. This is an excellent opportunity for someone who enjoys working outdoors and wants to build a career in the sector.

Terms of Appointment

- This is a temporary, full-time traineeship employed by AFL SportsReady, with Newhaven College as the host employer. The trainee will undertake a Certificate IV in Outdoor Recreation. The appointment is expected to run for one to two years, depending on the training plan, coursework requirements and progress through the qualification. The trainee will receive workplace supervision and support while completing course requirements and gaining practical experience.

Duties and Responsibilities

- Support the Head of Year 9 and other staff to plan and prepare outdoor education and recreation activities.
- Assist with the safe delivery of excursions, camps, field trips and outdoor learning programmes.
- Help prepare and maintain outdoor equipment, activity kits and stores, including checking, cleaning, organising and reporting damaged or missing items.
- Assist with activity planning, logistics, resource preparation and participant communications.
- Attend excursions, camps and field programmes and support staff and students under the direction of the supervising teacher or activity leader.
- Contribute to specialist outdoor recreation activities as skills and course competencies develop, within the trainee's training, experience and supervision.
- Assist with trip planning tasks, including equipment lists, activity plans, weather information, hazard identification and risk controls.
- Support the care of equipment and outdoor learning spaces, and follow environmental care practices during activities.
- Assist with group engagement, activity instruction and student wellbeing while maintaining appropriate boundaries and following College procedures.
- Complete Certificate IV coursework and workplace evidence, and participate in relevant training, planning meetings and professional learning.



Personal Requirements

- A strong interest in outdoor recreation, outdoor education and working in outdoor environments
- Well organised, dependable and willing to learn
- Able to work collaboratively and follow direction
- Clear communication skills and confidence working with young people and adults
- Enjoys being active outdoors and working with a wide range of people

Occupational Health and Safety

- Follow AFL SportsReady and the Host Employer's occupational health and safety policies, procedures and workplace instructions.
- Cooperate with the Employer and AFL SportsReady with respect to any action taken by the Host Employer and AFL SportsReady to comply with any requirements to provide a workplace that is safe and without risks to health.
- Correctly wear and maintain items of personal protective clothing and equipment that are provided.
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.
- Report any incidents with in the workplace to the Host Employer and AFL SportsReady without delay.

Special Conditions and Requirements

- Maintaining a valid working with Children Check and current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy and standards.
- Undertake child safe and other training as required.

Statement of Commitment to Child Safety

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.