



JOB DESCRIPTION

Junior Outdoor Instructor – Hanifl Centre

JOB TITLE: Junior Outdoor Instructor – Hanifl Centre

REPORTING TO: Director, Hanifl Centre

PURPOSE OF THE JOB:

The incumbent is required to provide teaching assistance, technical & logistical support to all programmes of the Hanifl Centre and the Outdoor Education Department of Woodstock School.

DUTIES AND RESPONSIBILITIES:

Programmes at Hanifl Centre:

- a. Assist Outdoor programmes & courses (Trek Leader Course/Outdoor Leadership Course, etc) as per the Hanifl Centre's mandate.
- b. Support Wilderness Medicine courses conducted at Hanifl Centre.
- c. Lead programmes for visiting school groups.
- d. Maintain required documentation for all courses.
- e. Assist the Director in developing new programmes/courses.
- f. Work closely with the Director for the logistical needs of visiting groups.
- g. Help in marketing the Hanifl Centre Programmes and managing social media.
- h. Any other responsibilities as required by the Director.

Outdoor Education at Woodstock School:

- a. Assist the Head/Coordinator of Outdoor Education in planning and leading weekend treks and camps when required by the Director.
- b. Support the Head/Coordinator of Outdoor Education for Activity Week/Outdoor Learning Weekend when required by the Director.
- c. Help with risk assessments, particularly for those activities and programmes taking place off campus.

Staff at Woodstock School are expected to:

- Accept and support Woodstock School's inclusive [*Religious Life Policy*](#).
 - Contribute to school committees and staff meetings.
 - Participate in the life and work of the Woodstock School community.
 - Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities.
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Woodstock School

SKILLS AND QUALIFICATIONS REQUIRED:

ESSENTIAL:

- Completion of courses in Basic and Advance Mountaineering.
- Fluency in written/spoken English & Hindi.
- Experience in outdoor education; particularly in a mountain setting.
- Experience of working with school and college groups.
- A passion for environmental issues and education.
- Physical ability and expertise to lead activities and trips.
- Ability to work with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Willing to work unsocial hours, especially on Sundays.

PREFERRED:

- Valid driving license.
 - Holding current certification at Wilderness First Responder level or above.
 - Experience of working with international students.
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