

## **East Barnby Voluntary Instructor Posts**

The post available is primarily a training course for a voluntary instructor (VI) during which he/she will learn about and assist in the day to day running of a residential outdoor education centre. This is a good opportunity for those interested in outdoor pursuits and looking towards full time employment in outdoor education.

### **Background**

We offer the opportunity to gain experience in a high quality, busy and varied Local Education Authority Outdoor Education Centre. The VI will gain training from, and work alongside, a team of enthusiastic, well qualified and very experienced teaching staff and cover a wide variety of outdoor pursuits in both activities and environmental field studies. The VI will work with a broad range of clients from primary and secondary school children to college students and adult groups. The work is hard and sometimes less glamorous than imagined but there are plenty of opportunities to gain skills, experience and National Governing Body awards to help the VI towards further work in the outdoors.

### **Person Specification**

The person appointed will not need a full range of outdoor skills, although some experience would be useful. However, the personality and ability to get on well with all manner of people is essential. Reliability, commitment, enthusiasm and a willingness to participate fully in both the activities and the more mundane aspects of Centre work are the attributes that we are looking for. East Barnby, as a North Yorkshire LEA Centre, has commitment to high quality courses and safety standards. The person appointed will be expected to support this philosophy.

### **Remuneration**

There is no charge for any part of the year including any specialist activity courses attended during the year at East Barnby Centre. Free board and lodging are provided in shared accommodation and during school term time all meals are provided in the dining room. The VI will also be provided with assistance in the negotiation of living expenses from funds such as Youth Training, Training for Work etc. as well as a clothing / equipment budget of £175 to spend through authorised suppliers.

The only cost to the VI is a requirement to contribute a proportion of Council Tax which is shared between all the resident staff.

Careful consideration needs to be given when deciding whether you can live in this remote location with limited funds!

### **Training**

The VI will be working alongside East Barnby teaching staff and with visiting teachers across the full range of courses at the Centre.

During the early part of the course the VI will observe a variety of Centre staff teaching each of the activities. Later they will progress to acting as an assistant and finally running activity sessions themselves under observation. The VI will never be left in sole charge of a group of students.

The VI will be responsible for keeping a log book of experience up to date during the year. In addition, at stages during the year he/she will be asked to undertake various projects to familiarise themselves with areas such as Centre management policies and the National

Curriculum. Much of this work forms the basis of the NVQ awards, which can be followed if interested.

With hard work, commitment and enthusiasm, by the end of the year the VI should have reached a standard of instructing to qualify for North Yorkshire County Council in-house Assessments in any relevant activities. These qualifications would allow the VI to teach the named activity at an appropriate designated level at any NYCC establishment and operate within the County safety guidelines.

It is also possible for the VI to attain national qualifications in the same activities as the Centre runs various BCU, BOF, RYA etc National Governing Body courses and some NVQ awards.

For example: Kayak 1 - 4\* and all coaching levels  
Canoe 1 - 4\* and all coaching levels  
Sailing RYA Levels 1 - 5  
NVQ Level 2/3 in Outdoor and Adventurous Activities

The Centre actively encourages staff participation and development in all activities and also organises specific staff training courses in first aid, safety etc. The level and degree of qualifications gained is up to the VI - there is always encouragement and support for staff development, both in teaching ability and in personal skill acquisition at any level - all the VI needs to do is be keen and get involved.

It is hoped the VI would take up all training opportunities provided on our specialist activity courses and we also contribute approximately £150 towards any external course that we do not currently run, eg Summer ML Training.

## **Duties**

Our courses either run from Monday to Friday, for a half-week, or from Friday to Sunday. The VI will assist on a wide range of different courses, making a contribution appropriate to their experience. Enthusiasm and an ability to be flexible in terms of working times is essential. Some evening work and occasional expeditions involving overnight camps form part of the normal duties.

All staff have various duties and are responsible for areas of equipment and maintenance. The VI is required to assist in these areas and will have regular duties under the guidance and with help from the permanent staff. These include:

1. Maintenance of sailing equipment
2. Maintenance of canoeing equipment
3. Maintenance of climbing and camping equipment
4. Maintenance of mountain biking equipment
5. Maintenance of equipment in the buoyancy aid store
6. Maintenance of waterproofs and boots
7. Maintenance of skiing equipment
8. Tidying and stocking of boot cleaning room
9. Tidying and stocking of minibus equipment
10. Tidying and stocking of the workshop
11. Maintenance of the trailers and light boards
12. Weekly counting and checking of maps/resources
13. Assisting on one weekly evening duty

**Driving**

Driving Centre minibuses is a useful addition to the post. To comply with insurance regulations the VI must have a full driving licence with a D1 entitlement and 4 years driving experience. There must be no penalty points on the licence. Those passing their test after 1997 will be unable to drive Centre minibuses without undertaking an additional national driving test to obtain D1 on their licence.

**General Expectations**

The VI will be treated as a professional colleague and will be expected to behave as such, especially towards the visiting staff and students. Centre staff are committed and prepared to work flexible duties and hours; we will expect the same from the VI.

Centre equipment is available for loan in the VI's free time and its use to gain further experience and skill is very much encouraged; use being subject to the Head's approval.

Some Centre staff live on site and some of their facilities will be available to the VI, but please respect their privacy and ask before accessing their accommodation.

Once the post is accepted, a full year's commitment is expected with the first month being a probationary period.