

# VSP Outdoor Facilitator and Coordinator

## Key Roles

*A VSP outdoor facilitator and coordinator works towards coordinating residential, international school trips. This includes liaising with teachers in school, drafting programs to meet their objectives and then leading students and teachers during the school trip. You are the person that shares the trip experience with them from when they arrive at the airport to when they depart. During the trip you keep the group safe, inform them about what they are seeing and doing, help them to reflect on their learning as global citizens, encourage them and trouble shoot. In office time, you prepare programs, survey sites, identify new activities as well as managing trip feedback and writing newsletter articles, website updates and similar. You report to the Head of VSP.*

### ***During Trip***

1. Provide a link with VSP office, sub-contractors and visiting schools
2. Trouble shoot to office logistics in the event of a problem during a trip
3. Encourage visitors to live in accordance with the vision and mission, as part of the Traidhos Three-Generation Community
4. Provide evening briefings for students and teachers regarding clothing and equipment for the coming day
5. Brief students and teachers about the immediate plan, prior to bus journeys
6. Lead students in reflection time following activities
7. Ensure students drink plenty of water and are protected from the sun
8. Collect photos to record the trip
9. Communicate any accident or change of plans to the Head of VSP
10. Lead students in climbing activities on the climbing wall

### ***Post Trip***

1. Provide trip evaluation in consultation with other VSP staff on trip
2. Create summary of student and teacher feedback forms
3. Create a web report highlighting one aspect of trip
4. Manage trip photos
5. Clean and pack away trip equipment, reporting anything damaged
6. Check accommodation buildings and report any maintenance needed

### ***Office Work***

1. Communicate with teachers in school to suggest and draft programs that meet their trip objectives
2. Survey new program sites
3. Maintain risk assessments and program documents
4. Develop a project of interest that is of benefit to VSP
5. Prepare equipment, cluster board and resources as needed
6. Contribute website materials and newsletter articles

### **Program Continuous Improvement**

1. Participate/ research for professional development opportunities
2. Support with program ideas/ activities

### **Other Responsibilities** (including but not exclusive)

1. Participate in Barge, Camp and Farm programs as needed
2. Promote living as a Global Citizen
3. Follow all guidelines set down in the Staff handbook, Standard Operating Procedures and Risk Assessments.