

Traidhos Three-Generation Visiting Schools Program

VSP Outdoor Education Facilitator

Job Description

Key Roles

As a VSP Outdoor Education Facilitator you will be responsible for groups of students visiting Traidhos VSP from their arrival at the airport until delivery back to the airport. You will facilitate their trip experience helping teachers and students to remain safe as they challenge themselves, learn new skills and knowledge, cooperate well with each other, have fun, remain motivated and reflect on what their experience has contributed to them as individuals and as global citizens. You will work with other VSP staff and external facilitators to lead program activities including climbing, biking, kayaking, team building, Thai cultural activities, Thai cooking classes, environmental activities and community service. You report to Head of VSP.

In consultation with 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. Follow all operating VSP procedures and be aware of risk assessments for places visited and activities undertaken
5. Provide evening briefings for students and teachers regarding clothing and equipment for the coming day
6. Brief students and teachers about the immediate plan, prior to bus journeys
7. Lead students in reflection time following activities
8. Maintain safety awareness for all participants throughout the trip
9. Collect photos to record the trip
10. Communicate any accident or change of plans to the Head of VSP

Post Trip

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

Office Work

1. Prepare equipment, cluster board and resources as needed
2. Contribute website materials and newsletter articles
3. Support Head of VSP
4. Develop a personal project of interest that is of benefit to VSP

Program Continuous Improvement

1. Participate/ research for professional development opportunities
2. Support with program resources
3. Work with staff to survey and assess new sites and 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

This Job description may be added to or adjusted during the life of the contract.

I agree to follow this job description

signed _____ Date _____