

JOB DESCRIPTION

POSITION: Instructor, Adventure Ministries (AM)

REPORTS TO: Adventure Lodge Leader

STAFF REPORTING TO THE POSITION: None

GUIDING PRINCIPLE FOR ALL STAFF:

To assist in the ministry of Capernwray Missionary Fellowship (Torchbearers) to equip students and others participating in various programs and ministries to grow in their relationship with the Lord. We aim to fulfil our mission statement: to embrace Jesus Christ through biblical teaching, equipping people for life and service in the world.

FUNCTIONAL RELATIONSHIPS WITH:

- Adventure Lodge Leader
- AM Domestic Manager
- AM contractors, volunteers & trainees
- Students
- Business Manager
- CNZ Director

KEY EXPECTATIONS AND OUTCOMES OF THE JOB:

- To fully agree with and live-out the aims and philosophy of the Torchbearers New Zealand Charitable Trust as contained in the Torchbearer International Documents
- To assist the Adventure Lodge Leader with all aspects of the Adventure Ministry

SPECIFIC TASKS & DUTIES:

- *To help provide supervision and oversight for students at Monavale and on Adventure Ministry Courses as directed by Adventure Lodge Leader. These will be both on-site and off-site programmes*
 - Instruct activities according to the AM policies, as directed
 - Oversee provision of the household activities as directed
 - Maintaining qualifications, professional development and a reasonable level of personal fitness
 - Deliver physical training programs each morning for students
 - Provide pastoral care and discipleship for students
 - Lead times of reflection and teaching consistent with course programme content
 - Provide assistance for the Domestic Manager to organising and preparing food
 - Be aware of specific student health issues and how to treat them
 - Oversee lock-up and assist with discipline
 - Oversee work-day activity at the lodge or elsewhere as needed

- *Assist in the organising, maintaining and improvement of the Adventure Lodge and equipment*
 - Note and inform the Adventure Lodge Leader of wear & tear on equipment
 - Carry out maintenance as needed
 - Help look after the lodge and equipment and encourage students to do the same

- *To be an active participant in the teamwork*
 - Work closely with the AM leadership, sharing information about students as appropriate to facilitate delivery of a quality course
 - Support and help other staff especially in preparing for trips away and in student discipline

- *To be familiar with and adhere to the health and safety policies as contained in the Safety Management System of the Adventure ministries and follow safe work practices in all activities*

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Date: _____

Employee Signature_____