

So what's involved in being a Program Officer?



The role of a Program Officer is incredibly varied. The job revolves around the needs of our clients, which include school students and teachers, community and corporate groups and sporting teams. Our goal is to provide them with the best possible experience for the duration of their stay.

So what's involved in being a Program Officer?

The majority of our clients are school-aged students attending outdoor education and recreation programs to achieve various outcomes including:

- Increased group cohesion
- Pushing personal boundaries
- Enhancing leadership skills.

As a Program Officer your role is to facilitate the achievement of these outcomes through activities like the challenge ropes course, initiatives, abseiling, bushwalking and canoeing.

Some client groups require attention on weekends, and most require assistance overnight. This involves Program Officers staying on-site in share accommodation, usually two nights per week. This overnight duty will generally require you to assist your clients during meals, as well as providing evening recreation and acting in an on-call role. This allows you to be ready to respond to issues and emergencies, which may range from a teacher locking themselves out of a lodge to a severe asthma attack which requires urgent medical attention.

A critical skill that Program Officers need is flexibility. Program Officers need to be ready to change or modify plans at a moment's notice to provide clients with the best possible experience.



Other important skills and character traits that will make life as a Program Officer enjoyable include:

- Positive communication skills
- Patience
- Group management techniques
- Leadership
- Confidence
- An ability to motivate and inspire others.

Program Officers work outside in all sorts of conditions (rain, hail or shine) and it's important you are well-prepared in both body and mind. You must remember that at all times you are a role model for your group and no matter how tired or cranky you may be, your clients are with you to experience one of the most memorable times of their lives.

Program Officers work in a close-knit team and are constantly liaising with Centre administration, catering and maintenance staff, so an ability to engage with others on a professional level is a must.

If you've read all of the above and you think you fit the bill, we look forward to your application to join our team!

