

## Job Ad

### **Adventure Guide and Office Admin // Job Description**

1x Full-time Position

1x Part-time Position

Take Shape Adventures is an adventure and lifestyle company that gets people outside and we need some more staff. If you are someone with a passion for the outdoors, personal development and nurturing client relationships we have an awesome opportunity for you.

Our goal is to continue creating a fit and healthy community. We offer safe and accessible opportunities for people of all ages, fitness levels, shapes and sizes to step into the best version of themselves, and have the fitness, lifestyle and events that help make this happen. We foster a strong community of supportive and encouraging people who are along for the ride and allow people to create friendships with like minded people.

We want you to lead our day walks, weekends, interstate and potentially international holidays that get people out of their comfort zones and leave them with a smile thinking 'wow- I can't believe I did that'!

#### Position Objectives:

- To provide a positive and safe environment for people in the outdoors in a range of pursuits including day, overnight, retreats, and other activities as planned by TSA.
- To perform administration duties to help tours and adventures run successfully. This includes writing and publishing pre and post event content, cleaning and sorting gear, tents, communicating with clients, confirming bookings, general emails, understanding and managing dietary requirements, gear preparation for all weekend events for other contract staff, assisting with food preparation, and other duties as required.
- Maintain a professional and courteous manner at all times towards clients, other staff and the general public.
- To support clients in a manner that provides them with a positive outdoor experience which will encourage a desire to continue to participate and extend their outdoor skills and experiences in the future.
- Competently carry out tasks in the field without supervision including driving (with trailer), food management including carrying and preparing food, washing and packing equipment.
- Be able to provide confident First Aid for common hiking injuries and lead/assist with emergency situations if required.

#### Personal Qualities you should hold:

- Physically fit, injury free and able to competently carry heavy loads through difficult terrain.
- A caring and attentive nature.
- Drive, passion and enthusiasm to share your knowledge.
- Excellent communication and customer service skills.
- Good to extensive experience hiking, bushwalking, kayaking and camping in the outdoors
- Ability to take initiative as well as being an excellent team player.
- Enjoy and relish a physical challenge.

#### Applicants must have or be willing to obtain the following qualifications:

- Remote Area or Wilderness First Aid.
- Working rights in Australia (tax file number, bank acc, superannuation details etc.)

#### Preferred:

- Food Handling Certificate
- Light Rigid driver's license.
- Victorian Passenger Accreditation.
- Optional: Certificate III in Fitness and Certificate IV in Personal Training

#### Remuneration

##### Full Time Employee

Employed to work a minimum of 6 weekend days and 12 weekdays per 4 weeks.

Will receive 4 weeks paid holiday including 2 mandatory weeks during Christmas shutdown

Rate of Pay is above Grade 3 award rates at \$1923.12 fortnightly plus superannuation.

##### Part Time Employee

Employed to work a minimum of 6 weekend days and 6 weekdays per 4 weeks.

Rate of Pay is above Grade 3 Award rate at \$1055.36 per fortnight plus superannuation.

Both positions include all event travel expenses.

Your duties will include:

- Preparing supplies/equipment for events
- Driving vehicles and guiding day and weekend events
- Food preparation on events
- Regularly purchasing food and other expendables
- Cleaning and maintaining equipment

Other duties (but not regular duties) may include:

- community enrichment half day tours
- sponsored accessible tours for under privileged
- occasional office days (optional)
- occasional agent visits for brochure drops (optional)
- private charters, short transfers from 3hrs onwards

Applications can be made directly to [adrian@takeshapeadventures.com.au](mailto:adrian@takeshapeadventures.com.au) and **must** include a short video of why you would love to work with us and what skills you can bring.

We look forward to hearing from you!