



## **ProAdventure's Outdoor Pursuits Traineeship**

### **About ProAdventure**

ProAdventure is a leading outdoor activity centre based in Llangollen in North East Wales. Services and facilities offered include:

- Taster sessions, skills courses and personal development in a wide range of land- and water-based activities
- Adventure holidays
- Expeditions and mobile adventure services throughout the UK and in the French Ardeche region
- Instructor training
- Team-Building and Corporate Hospitality events
- Sponsored charity events
- Indoor climbing centre
- Outdoor shop

Our customer base includes:

- Individuals and small groups
- Families
- School groups
- Youth and community groups
- Businesses and corporate groups
- Stag and Hen groups
- Duke of Edinburgh's Award expedition teams

### **About the Traineeship**

ProAdventure's 7 month Outdoor Pursuits Traineeship is a comprehensive programme which offers Trainees many opportunities for personal and professional development, including:

- Learn and develop personal skills in a variety of outdoor activities, including Rock Climbing, Kayaking, Open Canoeing, Mountain Biking, Bushcraft and more
- Learn how an outdoor centre operates on a day-to-day basis
- Work with and under the supervision of our fully qualified and experienced instructors
- The opportunity to undertake various NGB training and assessment courses
- Being based in beautiful North Wales, where we have easy access to crags, mountains, classic whitewater rivers, off-road riding and every other natural venue that forms our outdoor playground
- Mentoring, support and advice to help you on your chosen path

Trainees will spend three days per week providing office and administrations support, including dealing with telephone and email enquiries, helping to tailor-make suitable activity programmes for customers, and taking bookings. Trainees will also be expected to assist fully in all areas of centre operation, including maintenance of equipment and vehicles, cleaning duties, organising equipment before and after activity courses, driving groups to activity venues etc, as required. Weekend work is normal in the outdoor pursuits industry. In return, on your days off you will be

encouraged to join our various activity courses in order to develop your personal skills and gain experience working with different groups and customers. During the course of the Traineeship the motivated and dedicated Trainee will have the opportunity to gain the following NGB awards:

- BCU 2 Star Award
- BCU 3 Star Award in the discipline of your choice
- BCU 4 Star Training in the discipline of your choice
- BCU UKCC Level 1 Coach
- BCU UKCC Level 2 Coach Training
- BCU Foundation Safety and Rescue Training
- BCU White Water Safety and Rescue
- MLTE Single Pitch Award Training (Assessment may be an option for Trainees with the relevant previous experience)
- MIAS Mountain Bike Leader Level 1 or 2

Successful completion of any of the above awards will depend on your dedication and personal ability. NGB registration fees must be paid by the Trainee at the time of registering for each award.

On successful completion of NGB awards Trainees will be responsible for delivering basic activity sessions within our standard operating procedures.

In order to help their personal skills development, Trainees will have the opportunity to use centre equipment once they are signed off as being competent to do so.

### **Other Benefits**

Trainees are employees and valued team members, who – in addition to the above training courses – will receive the following:

- A fixed salary of £150 per week for the 7 month period (paid monthly)
- Staff discount of 15% in our outdoor shop
- 2 weeks paid holiday

### **Requirements**

Applicants for the Traineeship must:

- Be 18 years or over
- Be organised, flexible and willing to learn
- Have good communication and teamwork skills
- Have a good telephone manner
- Have administration experience and basic computer skills
- Have relevant outdoor experience in at least two different activities
- Be enthusiastic and highly motivated to develop their career in the outdoors
- Hold a full clean UK driving license
- Hold a current First Aid certificate

The 7 month Traineeship commences on Monday 7<sup>th</sup> March 2011. The closing date for applications is Monday 10<sup>th</sup> January 2011, and interviews will be held during the week commencing Monday 17<sup>th</sup> January 2011.