



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Pathfinder Club Director**

Organisation: **Local Church**

Revised: 27 October 2023

Pathfinder Clubs provide a church based, Christ-centred outlet for the spirit of adventure and exploration, in the context of spiritual development and soul winning. Pathfinder Clubs are primarily designed for young people aged 10-15 years of age.

The Pathfinder Ministry Team has the primary responsibility to:

- *Provide opportunities for Pathfinders to accept God's invitation of personal salvation.*
- *Help Pathfinders understand that God loves them, cares for them and appreciates them.*
- *Encourage Pathfinders to discover their own God-given potential.*
- *Create lasting relationships with children as role models, mentors and friends.*
- *Develop unity and a team spirit within the group.*
- *Develop a healthy appreciation of God's creation.*
- *Teach specific skills and hobbies that will better equip Pathfinders in life.*
- *Teach the importance of health and fitness.*
- *Foster holistic development – physical, social, intellectual, emotional, aesthetic and spiritual – of each Pathfinder.*
- *Guide and guard against improper influences and behaviours from internal and external sources.*

The Role:

The Role of the Pathfinder Club Director would typically include the following:

Planning & Programming

- Work with the Pathfinder Team to formulate goals and objectives for the Club.
- Design a program that reaches the Club's objectives.
- Formulate the annual calendar in collaboration with other church departments, being mindful of Conference/Union/South Pacific Division Pathfinder activities, and submit the calendar to the Church Board for approval prior to the first Club meeting. This ensures that the activities have insurance coverage.

- Individually or with the Pathfinder team decide on meeting times & places, meeting format, campouts, field trips & outings, outreach and evangelistic activities, and special events e.g. Pathfinder Anniversaries and Investitures.
- Plan the format and content of the Investiture.
- Be respectful of cultural differences and factor these into the overall program and individual events.
- Be mindful of any special needs of your Pathfinders and factor these into the overall program and individual events.

Management

- Recruit, train and resource staff including Assistants and Counsellors.
- Schedule, lead, and manage Pathfinder staff meetings.
- Maintain a positive atmosphere within the Club.
- Delegate responsibilities to staff and provide the support needed to ensure the successful completion of each task.
- Provide opportunities for staff to develop and practise new skills.
- Represent the Club on the local Church Board.
- Decide on annual membership fees and inclusions in consultation with the Pathfinder team and/or Club treasurer (as applicable).
- Formulate the annual budget in consultation with the Pathfinder team and/or Club treasurer (as applicable) and advise staff of allocations as needed.
- Order supplies and equipment as necessary.
- Ensure that the required permissions are in place for activities which take place away from church property and that appropriate/safe transport arrangements are made.
- Attend Conference leadership training events such as Pathfinder Leadership Award (PLA) and Pathfinder Specialist Award (PSA).
- Address issues as they arise in consultation with the wider team.

Participant Safety Measures

- Ensure that all facilities and equipment used by the Pathfinder Club are safe.
- Conduct Risk Assessments* for all routine, higher risk on-site and off-site activities and present these to the local Church Board and the Conference Youth Department (as appropriate) for approval and recommendations.
- Details of any reconnaissance of a proposed outdoor activity site (eg camping, hiking) should be notified to the Church Board in advance of the reconnaissance for the purpose of insurance coverage.
- Ensure that all adult (18+ years) personnel including designated adult parent/caregiver helpers involved with the Club complete Adsafe child-safety requirements prior to the first Club activity with which they are involved. See below for the Adsafe requirements and Adsafe contact details.
- If a parent/caregiver wishes to attend an overnight Pathfinder activity and they are not listed as an official helper, they are still required to complete Adsafe requirements.
- Your Club can determine whether counsellors/helpers who are aged under 18, and Pathfinders, should sign the Pathfinder Code of Conduct**. Children aged under 18 you should act in accordance with the Club decision. Signed Pathfinder Codes of Conduct should be stored locally in a secure location.
- Undertake reference checking as required for new staff, and have names screened through the Adsafe Risk Management & Investigations Team. Adsafe contacts are listed below.
- Ensure young people are adequately supervised at all times by their designated Counsellors.
- Acquaint all adults associated with the program of agreed safety measures such as the “two-adult” rule and any other relevant safety measures as identified in the Risk Assessment.
- Be aware of, and act in accordance with recommended procedures should a child disclose to you that they are feeling unsafe or have been the subject of abuse and/or neglect.
- Maintain relevant health-related and custodial information for each Pathfinder.

Reporting

- Present a report of activities and plans if appropriate to the quarterly local Church Business Meeting.
- Submit a financial position statement to the quarterly local Church Business Meeting.
- Submit reports of activities to the local Conference as required.

Communication

- Keep in regular touch with the local Conference Youth Director and Pathfinder District Director as appropriate.
- Plan and execute clear communication channels for distributing information e.g. Calendar and any updates to parents/caregivers.
- Manage the establishment and maintenance of a Pathfinder Club website and social media site/s as appropriate.
- Manage notification of information to the Church bulletin, Church/Pathfinder website/s and social media channels as appropriate.

Attributes of the Pathfinder Club Director:

- Love God supremely and demonstrates this in her/his life by modelling what he/ she expects the Pathfinders to become.
- Possess a passion for young people and their wholistic development.
- Relate well to parents and involve them in various aspects of the club.
- Serve with enthusiasm, emphasizing the positive and supporting the program with energy.
- Enjoy being outdoors.
- Know the essential characteristics of children.
- Versatile and willing to learn and teach new things.
- Organised and able to maintain order.
- Maintain good relationships with fellow workers.
- Ability to empower and mentor others.
- Resourceful and creative.
- Honest and trustworthy.

Term of Office

The Pathfinder Director is elected by the local Church Nominating Committee. The term of office would be one year but for continuity, the Nominating Committee may decide to elect for a period greater than one year. The Pathfinder Director is responsible to the Pastor and the local Church Board.

Adsafe Requirements

The Pathfinder Director should have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafes Awareness Training.
- Signed the Adsafes Code of Conduct.

* Risk assessment checklists are located on the Adsafes website at:

www.adsafe.org.au/safeguarding/resources/checklists

* The *SDA Church Risk Mitigation Guidelines* are located on the Adsafes website at:

www.adsafe.org.au/safeguarding/policies

** An optional Pathfinder Code of Conduct is available for Pathfinders and young leaders aged under 18.

It is located on the Adsafes website at: www.adsafe.org.au/safeguarding/code-of-conduct

Adsafes Contacts:

Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	training@adsafe.org.au
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Updated by Adsafes October 2023, using information from the Pathfinder website at: www.pathfinder.org.au and acknowledging the work of past Church Departmental Directors.