



Seventh-day  
Adventist Church

Adsafe

*South Pacific*

## JOB DESCRIPTION:

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Position: **Adventurer Club Group  
Teacher/Counsellor**

Organisation: **Local Church**

Revised: 27 October 2023

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*The Adventurer Group Teacher/Counsellor is the leader of a group of Adventurers who begin the year at the same age or in the same school class. They remain as the Teacher for an entire class level, usually one school/calendar year. They hold a key position in the Adventurer Club, for they have the closest contact with the Adventurers and their families and homes.*

*The Adventurer Group Teacher/Counsellor is a key member of the staff. Adventurer groups are designated by age or school class, but the size of the class may vary greatly. Some groups are as small as one child, or even two group levels combined to make a group of 3-4. Other groups are 20 or more children, and thus require many group support volunteers to create meaningful experiences for smaller groups within the larger group.*

## The Role:

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**The Role of the Adventurer Teacher/Counsellor would typically include the following:**

### Planning & Programming

- Design, in coordination with the Adventurer Director, a plan to complete all group level requirements during the Adventurer year.
- Create a record of the plan, detailing the activities to accomplish the group level requirements and awards.
- Plan any field trips needed to fulfil group requirements.
- Create lesson plans to actively and creatively engage the group using resources such as the relevant *Instructor Manual* on the Adventurer website at:  
<https://adventurers.adventistchurch.com/adventurer-classes>

## Teaching and Management

- Take charge and lead/teach their group, encouraging group members and preparing for investiture.
- Provide the voice and lead personality in any group activity.
- Set a good example in neatness, attendance, punctuality, uniform, and be a role model in Christian behaviour.
- Source supplies as necessary for group activities and crafts, and ensure that they are ready in advance of the Club meeting.
- Set up and clean up for the group activity.
- Include caregiver/s in the activities of the group and invite them to be group supporters.
- Provide supervision, or arrange for supervision of the group to be undertaken at all times.
- Respect and implement the agreed child safety rules endorsed by the Club.
- Complete the Adsafe child safety requirements (see below).
- Assess achievement of goals in preparation for Investiture.
- Assist the Director as necessary in planning and participating in Investiture.
- Resolve any issues that arise and advise the Director if necessary.
- Notify the Director in advance if unable to attend a Club meeting.
- Attend staff meetings.
- Be respectful of cultural differences or special needs and factor these into the program or activity.

## Connection & Communication

- Become acquainted with each member of the class, along with their caregiver/s.
- Display friendliness to the children and caregiver/s.
- Communicate with caregiver/s as necessary, including sharing lesson plan materials and completion requirements if an Adventurer is unable to attend.
- Ensure that the caregiver/s are copied into all communication distributed to Adventurers by the Club or the Teacher/Counsellor.

## Participant Safety Measures

- Ensure that all facilities and equipment used by the group are safe.
- Ensure that all adult (18+ years) personnel including team members and adult helpers (excluding parents/caregivers who attend only to care for their own child/ren) complete Adsafe child-safety requirements prior to the first Club activity with which they are involved. Club personnel aged under 18 are not required to complete Adsafe requirements. The Adsafe requirements are listed below.
- Your Adventurer Club can determine whether helpers who are aged under 18 should sign the Young Leader Code of Conduct\*. If you are aged under 18 you should act in accordance with the Club decision. Signed Young Leader Codes of Conduct should be stored locally in a secure location.
- 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.
- Ensure that the group members are adequately supervised at all times.
- Acquaint all adults associated with the program of safety measures such as the “two-adult” rule and any other agreed relevant safety measures.
- Be familiar with relevant health-related and custodial information for each Adventurer in the group.
- Instruct group members on the use of sunscreen, appropriate clothing and footwear, and adequate fluid and food intake as appropriate.

## Attributes of the Adventurer Teacher/Counsellor:

- Love God supremely and demonstrates this in his/her life by modelling what he/she expects the Adventurers to become.
- Love children sincerely, expressing this love in actions more than words.
- Relate well to caregiver/s and involve them in all aspects of the Club.
- Serve with enthusiasm, emphasizing the positive and supporting the program with energy.
- 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.
- Resourceful and creative.

## Term of Office

The Adventurer Teacher/Counsellor is elected by the local Church Nominating Committee, often on the recommendation of the Adventurer Director. 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 Adventurer Teacher/Counsellor is responsible to the Adventurer Director.

## Adsafe Requirements

The Adventurer Teacher/Counsellor must have:

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

\* An optional Young Leader Code of Conduct is available for young leaders aged under 18. It is located on the Adsafes website at: [www.adsafe.org.au/safeguarding/code-of-conduct](http://www.adsafe.org.au/safeguarding/code-of-conduct)

## Adsafe Contacts:

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| Phone:          | 1800 220 468 (Australia)<br>0800 442 458 (New Zealand)             |
| Email:          | <a href="mailto:training@adsafe.org.au">training@adsafe.org.au</a> |
| Business hours: | 8:30 – 5:00 Monday to Thursday<br>8:30 – 12:30 Friday              |

Updated by Adsafes October 2023, using the Adventurer Club Director's Manual (SPD Version) at: <https://adventurers.adventistchurch.com/club-resources/> and acknowledging the work of past Church Departmental Directors.