



## **Ascend Leadership Through Athletics Instructor Trainee Job Description**

Ascend Pakistan is an organization empowering young women through mountaineering-based leadership training and community service. The Instructor Trainee position is for girls/women who have a serious interest in the Ascend program and are committed to becoming an Instructor full-time.

The position involves physical and mental work. Activities take place in the outdoors as well as in a classroom and involve rock climbing, hiking, camping, mountaineering, ice climbing, yoga, fitness, public speaking, and more. Applications do **NOT** need prior experience in these areas, just a desire to learn.

Instructor trainees shall commit to the role for at least six months or until the necessary skills assessments and certifications are reached. The instructor trainee position is an unpaid position and completion does not guarantee employment. After successful completion of skills, instructor trainees become apprentices and will receive a stipend. Apprentices continue training and skills assessments to become an instructor. Instructors are paid a full wage and commit to remaining with Ascend for at least one year **after** becoming an Instructor.

**Position:** Full-time (begins Jan. 8, 2024)

**Location:** Skardu, Gilgit-Baltistan

**Duration:** 2-year position, minimum

**Compensation:** The first 6 months you will receive training at no cost to you. Once you pass assessments to become an apprentice, you will receive a stipend and be eligible for additional promotions.

**To Apply:** Complete the application and submit to (WhatsApp) +92 3335668914 or [salwa.akhtar@ascendahtletics.org](mailto:salwa.akhtar@ascendahtletics.org) by **December 1, 2023**

### **Requirements:**

- Trainees must be 18+ years of age
- Trainees must be available full-time during work days
- Trainees must live or provide for their own accommodations in Skardu year-round
- Trainees must provide their own transportation to and from the Ascend House in Skardu
- Trainees must be willing to commit at least 2 years to the Ascend program
- Trainees should be enthusiastic and ready to learn new and sometimes difficult skills

### **Duties:**

- Complete reports and team schedules in a timely manner and attend weekly staff meetings;

- With support of Instructors, help plan and prep lessons and offer support and guidance to participants during activities;
- Practice leading, teaching and training Ascend participants in all the aspects of our program; Physical fitness, Mountaineering & rock climbing and/or Environmental Stewardship, Leadership & civic engagement, Service, Psychosocial well-being with oversight from Instructors;
- Work closely with the Master Trainer, Program Manager and the rest of the staff to create training and activity schedules for program participants;
- Monitor own and participant progress and recording and reporting on a monthly basis;
- Assist in overseeing participants self-monitoring and development through binders and tests;
- In your best capacity serve as translator and helping with translating instructional materials and ensuring their availability to all participants;
- Represent the organization to external partners, media outlets, and donors when necessary;
- Self-study within the activities and goals of the organization to develop and maintain high instructional standards;
- Assist in implementation and executing of M&E assigned by Program Manager, and provide written reports on this, for the aim of tracking programmatic progress and goal-achievements. This can be, but is not limited to: executing interviews, physical fitness tests, home-visits, observations, statistical counting etc.;
- Overseeing all of Ascends gear & clothing by at all times keeping it orderly and clean, as well as keeping track of the amount and its condition, which includes a stock take at least once a year;
- Represent Ascend professionally and act as a role model for our participants and partners, which also includes using Ascend standards in personal settings where you can be seen as representing or acting on behalf of Ascend;
- Work with Master Trainer, Instructor Trainees, Program Manager and other Ascend staff to plan and lead expeditions and trips;
- Work closely with expatriate staff and volunteers coming to assist in the program;
- Help maintain security measures for the organization;
- Other tasks as required.