

# *The national peak body for camps and associated providers*



## **Position Description**

<b>Role</b>	Assistant Camp Coordinator
<b>Reporting to</b>	People Outdoors Manager
<b>Department</b>	People Outdoors
<b>Location</b>	84 Hotham Street, Preston, VIC 3072
<b>Classification</b>	Full Time
<b>Date Prepared</b>	March 2023

### **About the Australian Camps Association**

The Not For Profit Australian Camps Association (ACA), the national peak body for camps and associated providers, believes that participating in supported outdoor experiences through camps and adventure activities leads to happier and healthier lives. Our vision is to facilitate 'more people outdoors more often'.

The ACA was formed in 2005/6 when the Camping Association of Victoria merged with the Tasmanian, South Australian and Queensland Associations. Today we provide information, resources, services and training to well over 200 members across Australia.

The Australian Camps Association includes People Outdoors (PO), established in 1989 to provide outdoor recreational activities for people of all ages living with disability. The Australian Camps Association is a registered NDIS service provider accredited with the Quality Tourism Accreditation. Programs include overnight through to four-day camps.

### **Position Overview:**

The role is a full time position in the People Outdoors Team and is based at the ACA office in Preston. Some parts of the role would include travel to campsites, home visit for face to face intake meetings, attending expos, shopping for resources, sign in for camp departures and return and a rotational roster for on call while there is a camp program running. This may be out of hours work (e.g. weekends) from time to time.

### **Job Profile:**

- Camps oversight, co-ordination and delivery.
- Plan and deliver camps as a team.
- Book campers on programs.
- Complete staff (volunteer and disability support worker) and camper information.
- Attend camp departure and return as required.

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- Complete post program evaluations and reports.
- Camps and day activities promotion, co-ordination and delivery.
- Work as a team with the Camp Coordinator and PO Manager to allocate volunteers, Program Leaders and DSW (disability support workers).
- On call a rotational roster while there is a camp program running. This may be out of hours work (e.g. weekends) from time to time.
- Office administration / other.

## **Key Performance Indicators:**

- Meeting minimum numbers for each camp where possible.
- Maintain customer satisfaction.
- Working towards the ACA overall strategic plan.

## **Core Competencies:**

- Collaboration and team work.
- Communication with families, stake holders and ACA team.
- Customer focus for best quality outcome.
- Problem solving and decision as a team.
- Administration skills.

## **Mandatory**

- NDIS Workers Screening Check.
- Working with Children Check.
- First Aid and CPR certification.
- Current Driver's License.
- Proficient Computer Skills (Home Office).

## **Desirable**

- Experience working with people with disabilities.
- Understanding of the camp industry.

NOTE: This position description is not intended to be all inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.