



LIVE THE OUTDOORS



Cave Hill Creek - Live The Outdoors
110 The Glut Road, Beaufort, VIC, 3373
Phone: 03 5349 7381
Email: info@cavehillcreek.com.au

POSITION DESCRIPTION

POSITION TITLE: Outdoor Program Manager

PREPARED BY: Tim Chandler

DATE: 2 October 2020

1. Position summary

A brief summary of the purpose or role of the position.

Cave Hill Creek is a leading Australian group accommodation, outdoor recreation and function venue. Every week we create life long memories for hundreds of people - be it the joy of school camp, the adventure of an overnight walk, or the delight of a wedding day.

Cave Hill Creek sits on a stunning 40 hectares surrounded by the Mt Cole State Forest, located only 15 minutes from Beaufort, Victoria. A dynamic, highly regarded and award-winning family business, we provide a supportive family friendly work environment.

The Outdoor Program Manager is suited to a passionate outdoors enthusiast, ready to inspire a new generation of young people. They will be an experienced outdoor education professional able to lead an innovative outdoor team to deliver exceptional residential and journey-based programs.

2. Activity profile

The primary activities of this position are:

- Designing/planning and delivering residential, bush and journey-based camps and outdoor programs at Cave Hill Creek,
- Instructing specialised outdoor activities (canoeing, abseiling, high ropes and bike riding),
- Building and maintaining strong client relationships,
- Contribute to risk management,
- Human resource management – work with the Cave Hill Creek management team in recruiting, training and rostering Activity Instructors and Holiday Camp Counsellors,
- Maintenance of outdoor activities and equipment, in conjunction with the Site Manager and
- Developing new and exciting programs and activities.

3. Responsibility profile

The primary responsibilities for this position are:

A senior management position, the role is responsible for managing Cave Hill Creek's outdoor operations including camp planning and programming; risk management, business development and staffing.

The successful candidate will be able to demonstrate a commitment to innovation, outstanding customer relationship skills and the ability to work in a fast-paced environment. Managing day to day operations you will plan and execute strategic business goals. You will have a broad outdoor network and relationships with key industry stakeholders.

The position may be required to assume the role of nominated First Aid Officer during office hours, Monday to Friday, and in line with the Cave Hill Creek First Aid Policy.

The position may also be required to periodically undertake the role of After-Hours Manager (Please see relevant position description).



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4. Organisational profile

This position reports to: **Tim Chandler, Director**

Indirect reports to this position are:

Activity Instructors
Holiday Camp Counsellors

5. Qualifications and experience profile

The following qualifications are necessary for this position:

Tertiary Outdoor Education qualification
Senior First Aid (Wilderness First Aid is desirable)
Working with children check, police check and driver's license

The following experience is necessary for this position:

3+ years' experience managing outdoor programs
Abseiling, Canoeing, Swimming, High Ropes and Bike Riding experience

6. Conditions

The following conditions apply to this position:

Time in lieu may be approved for overtime and weekend work. This must be approved by the Director.
Appropriate items of Cave Hill Creek uniform will be supplied.
Where an employee is required to stay overnight to perform their role at Cave Hill Creek, all accommodation and meals will be provided.
The position will be provided with a laptop computer which must be used in accordance with the company's Information Technology Policy.
The position will be entitled to monthly reimbursement of reasonable mobile phone usage expenses as per the company's Mobile Phone Policy.