

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



## **Position Description**

<b>Role</b>	Camp Administration Officer
<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>	May 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. This is an administration support role to the People Outdoors team which includes functions such as maintaining the database for staff and campers, assisting to plan and deliver camps, online filing and follow up on expressions of interest to attend camps.

### **Job Profile:**

- Camps administration support.
- Assist to plan and deliver camps as a team.
- Maintain database for staff and campers.

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- Complete post program filing – incident reports, evaluation forms, venue information and attendance records.
- Follow up on expression of interests to attend camps.
- Office administration / other.

## **Key Performance Indicators:**

- Maintain customer satisfaction.
- Accurate and up to date record keeping.
- Valuable team member.

## **Core Competencies:**

- Collaboration and team work.
- Communication with families, stake holders and ACA team.
- Customer focus for best quality outcome.
- High level IT skills.
- Excellent communication skills.

## **Mandatory**

- NDIS Workers Screening Check.
- Working with Children Check.
- Current Driver's License.

## **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.