

Gundiwindi Lodge.

Job Description: Camp Coordinator



POSITION OBJECTIVE:

To serve as a positive camp host and leader, ensuring the safety of all campers while providing them with opportunities for fun and education within the campsite environment.

RESPONSIBILITIES AND DUTIES:

- **Meet and Greet:** Welcome camp groups in the front car park upon arrival. Introduce yourself to the staff, direct campers on where to place their luggage, and lead them to the “Camp Briefing” area.
- **Conduct Camp Briefing:** Deliver the camp briefing following the accredited “Camp Brief” guidelines.
- **Liase with Camp Group Staff:** Maintain open communication with camp group staff and ensure that all relevant information is shared with Gundiwindi Lodge staff. For example, clearly communicate any specific dietary requirements to the cook, following the Dietary Considerations Procedures.
- **Manage Waste:** Monitor and empty bins around the campsite as needed, especially near trampolines and picnic areas.
- **Activity and Equipment Checks:** Perform thorough physical and systematic checks on all on-site activities and equipment monthly. Keep records of these checks accessible and ensure older records are filed in the office.
- **First Aid:** Administer first aid as required and maintain first aid records and supplies in accordance with requirements.
- **Maintain Accreditation:** Address any necessary repairs or work to uphold accreditation standards. Report any issues of concern to camp directors immediately.
- **Activity Facilitation:** Conduct various on-site outdoor and indoor activities according to Gundiwindi Lodge’s policies, procedures, and accreditation standards, adhering strictly to Workplace Safety and Occupational Health and Safety protocols.
- **Equipment Setup and Maintenance:** Set up and pack up activities as directed by camp owners. Ensure all equipment is kept neat, tidy, and securely stored, and conduct safety checks before every activity.
- **Signage Monitoring:** Regularly inspect signage around the campsite and report any issues to camp owners immediately.
- **Assist in Kitchen and Cleaning Duties:** When available, assist with kitchen and cleaning duties outside of activities and break times. Follow Food Safety and Handling Plan guidelines and Health and Safety practices during cleaning.
 - Wear an apron, gloves, and tie back hair when in the kitchen.
 - Check the menu and special diet list.
 - Assist with meal service, ensuring all campers are served and any issues in the dining room are addressed.
 - Help clean the kitchen and dining areas, including sweeping and mopping floors.
- **Additional Duties:** Perform any other duties as directed by the Camp Owners or Chef.

ORGANIZATIONAL RELATIONSHIPS AND ACCOUNTABILITY:

This position requires collaboration with all other staff members. You are expected to maintain a diary recording all camp groups, their size, dietary needs, and the dates they are at camp. You are responsible to and answerable to the Camp Owners.

OTHER CRITERIA:

- Maintain a friendly, helpful, and polite demeanor, with a clean and neat appearance.
- Wear comfortable, clean, and suitable clothing.
- Demonstrate good interaction skills with both adults and children.
- Provide directions with friendly authority.
- Work effectively as part of a team with other staff members.
- Be capable of basic cooking for large groups, particularly breakfast.
- Manage issues related to special diets and allergies.
- Work closely with assistants and operate efficiently under pressure in the kitchen.
- Be prepared to undergo police and Working with Children checks, and provide copies to employers.
- Participate in food handling and other relevant training courses.
- Practice sun safety by wearing a hat and sunscreen, especially during Terms 1 & 4.
- Be prepared for all weather conditions.
- Maintain a good level of fitness and muscular strength.

EXPECTED HOURS OF WORK (WHEN A CAMP IS BOOKED):

- **Start:** Anytime between 7 am – 10 am (Monday start is 9 am).
- **Finish:** Typically around 5:30 pm.
- **Days:** Monday – Friday (Earlier finish on Fridays, around 1:30 pm).
- **Nights:** Friday and Saturday nights as needed (up to 10 per year), with occasional Sunday nights (rare).
- **School Holidays:** Generally, the camp is closed.
- **Roster:** A monthly roster will be provided, and you are expected to transfer all shifts to your diary immediately.