



POSITION STATEMENT

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| POSITION TITLE: | COVID-19 Coordinator |
| REPORTS TO: | CEO |
| ROLES REPORTING TO THIS ONE: | nil |
| WORKS SIGNIFICANT | Communications and Events Manager Memberships Manager |
| LY WITH: | People Outdoors Camps Coordinator |
| PREPARED BY | PG May 2021 |

The 'for purpose' Australian Camps Association (ACA), the national peak body for residential camps and led outdoor activity providers, develops, supports and promotes the delivery of camp experiences that provide positive community, social and personal outcomes.

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 over 250 members across Australia.

The Australian Camps Association includes People Outdoors, established in 1989 to provide outdoor recreational activities for people of all ages with a physical or intellectual disability or an acquired brain injury, and the Great Getaways, outdoor programs for people over the age of 55.

The Role

This role is pivotal in promoting the mission and work of the Australian Camps Association (ACA). The role is full time for six months from the date of appointment and is based at the ACA office in Preston. Some travel may be required from time to time.

The Role's key responsibilities are to:

1. Keep abreast of COVID-19 regulations and business practices, by state, nationally and internationally.
2. Update all COVID-19 resources and advice pieces in the ACA Member Resource Library.
3. Provide regular communications to ACA members to ensure they know what they need to do in order to be compliant.

| Key responsibilities | Key Outputs | Success Measures |
|---|---|---|
| 1. Keep abreast of COVID-19 regulations and business practices, by state, nationally and internationally. | a) Monitor each state government's Health website and the federal government's COVID-19 website. b) Align information exchange between other relevant organisations – eg state based outdoor peak bodies, Outdoor Council of Australia, Christian Venues association, Tourism Industry Councils, International Camping Fellowship, State Departments of Health and Education, etc | <ul style="list-style-type: none"> All ACA advice is up to date ACA is connected with each state's Dept of Health and Department of Education. |
| 2. Update all COVID-19 resources and advice pieces in the ACA Member Resource Library. | a) Audit the materials lodged in the ACA Member Resource Library for accuracy and currency. b) Revise all documents accordingly. c) Review and update COVID-19 related resources. d) Source materials of practical application to members – eg PPE, activities (eg Jim Cain). e) Recommend changes to activity SOPs to support future proofing in case of new outbreaks / events. f) Work with ATIC QTF to strengthen the accreditation process. | <ul style="list-style-type: none"> The ACA and PO Covid-safe Plans are up to date and operational Act as Covid Marshall for the office |
| 3. Provide regular communications to ACA members to ensure they know what they need to do in order to be compliant. | a) Publish (using a mix of media) regular communications related to COVID-19. b) Commission infographics / animations / etc to help promote the messages. c) Provide a help line service for members and groups seeking information about camp restrictions. | <ul style="list-style-type: none"> Increased awareness of, and use of, the ACA Member Resource Library. Regular bulletins via social media (including groups such as ICDC, etc), e-newsletters, print mail outs, etc. |
| 4. Carry out office administration and other tasks as required. | a) Act as a point of liaison for members and the general public. b) Perform other administrative tasks as required. | <ul style="list-style-type: none"> Phones / voice mail / emails are responded to and / or allocated to the responsible person for response. Assist with the general administration of the ACA. |