

CAMP COOLAMATONG PROGRAM LEADER

- Responsible To:** SU Victoria Camp Director
- Responsible Over:** Interns, Camps Staff and Volunteers in line with delegated responsibility/authority from Camp Director
- Duration of Contract:** 0.8 FTE with the possibility of moving to full time within 6-18 months.
Due to the missional aims of the organisation, some flexibility in this position is expected to accommodate the needs of camper groups, and to assist with occasional weekend-based activity.
- Remuneration:** TBC – commensurate with experience.

Background:

Coolamatong is Scripture Union's Victorian Camp Location. It is located around 15km from Bairnsdale and has been in the SU movement since the 1950s. Coolamatong has two discreet adjacent campsites. The Coolamatong Farm Camp is a 135-bed adventure campsite on 170 acres and includes a Farming program. This campsite is mainly used by Primary Schools. The Lake Camp is a 90-bed site on 10 acres of native bush, fronting Lake Victoria and uses the surrounding wilderness parks for some activity. This site is currently utilized mainly with Upper Primary and Secondary School groups.

Additionally, SU Victoria operates 10-12 holiday and 12-15 weekend camps across both sites. Our holiday camps involve utilizing volunteers. The camping ministry is reasonably well resourced with equipment including a 50-passenger ferry for lake cruising.

This role is a key part of the next phase of the Coolamatong operation in supporting the leadership, management and oversight of the programming, execution and delivery of the school and holiday camping programs. The person in this role will have the ability to support the Camp Director and Asst Director in building a strong culture and a high-performance team and managing the various functions of programs and operation on both sites.

Scripture Union Victoria is a ChildSafe organisation. Applicants will be required to provide a current National Police Record Check and Working with Children Check and comply with our ChildSafe process

Position Profile:

This role will be involved in the development and execution of vision and strategic direction for the campsites with the opportunity to develop new program initiatives in line with the mission and vision of Scripture Union for Coolamatong.

In this role, you will:

- Have the ability to lead either Lake or Farm campsite programs autonomously or in support of other program leaders.
- Assist to orientate, train and manage interns and volunteers to deliver quality camping experiences to schools and other groups.
- Have the capacity to step up and provide leadership to the team during times when the Camps Director or Assistant Director are offsite.
- Provide general leadership for the team, working under the guidance of and in cooperation with the Camps Director and Assistant Director, in areas including HR, Program, Administration, Facilities and Infrastructure, and Client Relations.

As such the role requires a spiritually mature leader; someone who is highly self-motivated, outcome focused and with excellent communication skills.

Personal Requirements

Qualifications: (Preferred one or more of):

- Outdoor Education
- Teaching

Skills & Experience

- Worked in the camping industry
- Working as part of a team
- Leading adventure activities
- Planning, developing and delivering camp and evangelistic programs
- Management of facilities and local environment
- Interpersonal and up-front communication skills
- Experience in mentoring and coaching young adults

Attributes

- Spiritually mature and articulate, and can work within SU's Aims Beliefs and Working Principles
- Self-motivated and energetic, providing proactive input
- Team player
- Goal oriented and outcome focused
- Flexible, willing and able to adjust to new challenges and priorities, accepting of new ideas
- Demonstrated ability to stay cool under pressure
- Ability to discuss and resolve problems – internally & externally
- Ability to build positive relationships with people of all ages

Knowledge

- Operating procedures and activity standards (DOE & AAS)
- Campsite accreditation requirements (ACA/ATAP/NARTA)
- Environmental management practices

Key Responsibilities:

Program: (Under the guidance of Camp Director: with Interns & Staff)

- Lead and facilitate school camps autonomously.

- Ensure that Coolamatong programs and activities are relevant and attractive to schools and other groups.
- Assist in the training and development of the missional awareness of the staff, interns and volunteers.
- Conduct regular evaluation and review of ministry and activities.
- Allocate personnel and resources to ensure that the camps are sustainable.
- Manage safety and ensure that programs operate safely and comply with ChildSafe and relevant industry requirements.

Client Relations (Under the guidance of Camp Director; with Staff)

- Assist the Camp Director and Assistant Director in the training and equipping of Interns
- Invite the interns to be a part of your life, ministering to them outside of Camp
- Be an advocate of Camp Coolamatong to your church, family and wider networks
- Respond to emails in a timely manner, particularly with school group enquiries

Administration: (Under the guidance of Camp Director: with Staff)

- Assist in maintaining up-to-date operating procedures and activity standards (DOE & AAS)
- Assist to ensure Coolamatong remains compliant to statutory and accreditation requirements
- Maintain quality management systems (HR, Filing, Volunteer Management, Finances etc)
- Support communications to all stakeholders (IT, Brochures, Newsletters etc)
- Keep supporters informed of ministry
- Provide reports when required in a timely fashion

Infrastructure: (Under the guidance of Camp Director: with Maintenance Manager)

- Support the management of the facilities
- Ensure that activity equipment is properly maintained and in good repair
- Support and feed into the schedule for future upgrades and purchases
- Ensure that the facilities and equipment comply with relevant standards

Strategic Vision: (Under the guidance of Camp Director)

- Identify opportunities and possibilities for camping development
- Assist in the managing of operations to achieve the vision and mission.
- Assist with fundraising strategies.

HR: (Under the guidance of Camp Director)

- Develop a healthy relational culture within the Coolamatong team that promotes quality work and great ministry.
- Assist to recruit, orientate, train and manage interns and volunteers to deliver quality camping experiences to schools and other groups.
- Support where required the management of OHS and other local statutory requirements in relation to personnel.