



Nagle College Bairnsdale

Position Description

Position: Camps Coordinator

Reports to: Deputy Principal – Student Programs & Staffing

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Camps Coordinator provides direction and strategic planning for camps and outdoor education activities across the College.

This position is required to demonstrate an ability to work independently, show initiative and be able to maintain strict confidentiality at all times.

Responsibilities

- Have an overview of the Camps Program at the College.
- Develop a yearly plan which lists the camps/outdoor education experiences.
- Plan, coordinate and attend the Year 7, Year 8 and Year 9 camps.
- Organize casual Outdoor Education staff, as required, for year 7 and 8 camps.
- Collaborate with the School Coordinators, Core Teachers and other relevant staff to discuss the vision and intended learning outcomes of the camp and ensure that the camp program is inclusive of all students.
- Liaise with the camp venue staff and other related bodies to establish the organisational requirements of the camp.
- Coordinate the camp preparation process which includes an oversight of all resources, maintenance, storage and purchasing of new equipment when required. Including bikes, tents, packs, canoes etc.
- Undertake risk management and analysis of the camp.
- Coordinate Staff and student briefings regarding camp.
- Prepare and liaise with Excursions Team, information regarding communications to parents, and the organisation of relevant transport for travel to and from camp venues.

- Ensure that all students' special needs are planned for and communicated to all stakeholders, including staff, parents, and camp providers.
- Ensure all medical information is collated and disseminated to relevant staff.
- Communicate to camp providers all details regarding the camp program.
- Co-ordinate effective communication amongst staff involved in each camp.
- Liaise with the Business Manager and Finance Team on budgets, raising of purchase orders and payments of deposits and invoices.
- Review the camp program with stakeholders and address areas for further development.
- Supervision and direction of relevant staff when required.
- Assist and support relevant teachers in the organisation and running of Outdoor Education elective camps and excursions in Years 9 -12.
- Attend Outdoor Education elective camps and excursions in Years 9 -12.
- Provide guidance, support and direction to the College's Sport and Recreation Trainee.
- Oversee all staff and students while on year 7, 8 and 9 year level camps.
- Any other duties as directed by the Principal consistent with the skills and experience required for this position.

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend school meetings, mass, and Personal Development days.
- Any other duties as requested by the Principal.

Organisational Relationships

The Camps Coordinator position has a number of key internal and external relationships.

Internal liaisons: Teaching, Education Support Staff, Business Manager, Administration Manager, finance / payroll officer, AFL Sport and Recreation Trainee.

External liaisons: DOSCEL, suppliers and service providers, Parents, contract Outdoor Education staff.

Judgement and Decision Making

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Well-developed interpersonal and conflict resolution skills which foster and support a collegial working environment combined with strong verbal and written skills ensuring the ability to work effectively with people at all levels.
- Demonstrate an exceptional ability to relate to children, including children with a range of disabilities.
- Have the ability to work independently and within a team, displaying appropriate judgment and flexibility.
- Relevant qualifications and demonstrated experience in a similar role with similar levels of responsibility.

Desirable Qualifications/ Experience

- Diploma of Outdoor Recreation/ Outdoor Leadership
- At least 2 years' experience working in the outdoor education/ recreation industry.
- Experience working in a similar role would be an advantage.
- Wilderness First Aid and CPR.
- Working with Children Check (WWCC) is a requirement for this role.