



Program Director Role Description

The Program Director is responsible for overseeing the planning and running of all camps offered by Cs Camps throughout the year. The role reports to and works under the direction of the Manager to ensure camps are successfully run whilst maintaining the core values and mission of Cs Camps.

MAIN DUTIES/RESPONSIBILITIES:

Under the direction of the Manager

- Create and facilitate the successful running of Cs Camps programs;
- Oversee the running of each individual camp;
- Support and assist the Manager to implement the mission of the organisation;
- Source and support adequate and suitable volunteers, camp organisers, leaders and cooks;
- Liaise with volunteers, camp organisers to outline pre-camp timelines, logistical requirements and confirm organisation processes;
- Liaise with and provide support to volunteers, leaders, organisers, campsite managers, campers and guardians in the lead up to and during the camps;
- Oversee the implementation of Child Safe processes including training of volunteers (in person or via Zoom);
- Provide pastoral support for volunteers and camp participants;
- Conduct post-camp reviews and create a brief report about each camp for the Board;
- Plan and develop new camps for the future; and
- Assist the Manager to promote the camps and the organisation.

PERFORMANCE GOALS:

- To ensure the successful operation of all proposed camps including:
 - Timely communication with all stakeholders;
 - Creating and maintaining clear timelines for each camp;
 - Meeting minimum attendee numbers for each camp;
 - Creating a supportive network for Cs Camps volunteers; and
 - Identifying network opportunities with churches and organisations.
- To identify and train future leaders, camp organisers and volunteers.

C's CAMPS
THE CHRISTIAN CAMPING PROGRAM Inc.
ABN 35 983 699 487

Family Oriented - Christ Centred



SKILLS, EXPERIENCE AND ATTRIBUTES:

The Program Director must support the mission, vision and values of The Christian Camping Program Inc.

Required Skills and Qualifications

The Program Director must:

- Have excellent verbal and written communication skills including the ability to communicate effectively with a diverse cohort of consumers ranging from pastors to parents, principals to campsite owners, children, teenagers and adults;
- Have competent computer skills and the ability to easily learn new programs including our web-based event management system (Aventri);
- Be able to receive feedback and follow direction;
- Be committed to organisational improvement;
- Be self-motivated and able to work autonomously while contributing to the Cs Camps team;
- Have excellent time and project management skills;
- Be results-driven, organised and able to meet deadlines;
- Hold a current Working With Children Check (which will be upgraded to employee status); and
- Be willing to undertake a Police Check.

Preferred Skills and Experience

Ideally the Program Director will:

- Have experience in organising camps;
- Have formal qualifications or experience in associated industries (such as Christian ministry, events, education, youth work, etc);
- Have an understanding of the camps operated by The Christian Camping Program Inc. or experience with other camping operations;
- Have experience in leading teams;
- Be proficient and confident in networking and networking platforms; and
- Hold a current full Victorian Driver's License.

TERMS & CONDITIONS:

Type of Employment:

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WEBSITE: www.cscamps.org.au

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12 month contract for 416 hours per annum.

Days of Work:

Given the nature of the role and the organisation there is a high degree of flexibility with regards to when hours will be worked. In the lead up to some camps the Program Director may be required to work a greater number of hours than at other times of the year. Further, since the Program Director must deliver Child Safe training to volunteers at the beginning of each children's camp this may occur on weekends or outside of standard working hours.

Ideally the Program Director will spread working hours as follows:

- Approx. seven hours each week including (but not limited to):
 - Three hours worked at a set time each week at a time to be agreed between the parties. This gives the Manager, employees and third parties certainty about when they can contact the Program Director;
 - Attendance at a weekly staff meeting (face to face or online) at the time specified by the Manager; and
- Attendance at the commencement of each camp (and particularly at the commencement of each children's camp) for approx. four hours each time.

The Program Director is required to keep a timesheet showing actual hours worked each week. The Program Director will be paid for 16 hours per fortnight (which is equal to 416 hours per annum). A reconciliation will be conducted from time to time to ensure that over the course of the contract the Program Director is paid for actual hours worked.

Leave:

In line with standard entitlements, the Program Director is entitled to four weeks annual leave and two weeks personal/carers (sick) leave per year, calculated on a pro-rata basis. Annual leave can be requested by submitting the appropriate leave form to the Manager at least four weeks in advance and should take into consideration upcoming camps and schedules.

Pay Cycle:

Pay fortnights run from Monday to Sunday, with pays completed on the Wednesday following the end of the pay period.

Pay Rate:

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The pay rate will align with the Clerks – Private Sector Award 2010.

Last reviewed: October 2020

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