



Camp Coordinator Position Description

Location: Geelong

Organisation: Children's Charity

Reports to: Operations Manager

Employment Status: Casual. Hours are flexible, with ramp requirement in the lead up to annual Camps (May / November for 2020)

Salary: As per award

Probation Period: 6 months

Position Description Review: probation period 6 months and annually thereafter

Salary Review: Annual

About Wombat's Wish

Each year, approximately 100 children in the Geelong area experience the death of a parent. Currently, Wombat's Wish's is the only specialist service that offers professional support to these children. This is an extremely difficult time for them and their family, and this can potentially result in long-term emotional health problems. We assist bereaved children to find a way to live with loss and grief, to move forward and take the next steps on their bereavement journey.

The service is a therapeutic one, provided by a team of professional facilitators in conjunction with trained volunteers.

Wombat's Wish is based on a very successful and highly regarded Winston's Wish program in the UK.

Position

Wombat's Wish is seeking a highly motivated and organised individual with a passion to make a difference, to undertake a Contract Position for the role of Program/Camp Coordinator

The role equates to approximately .5 days per week.

This position is responsible for the successful delivery of annual camps for Wombats Wish. This includes delivery of on time/cost & safe programs.

Duties & Responsibilities

- Timely reporting to Convenor Clinical Committee on progress of Camp Planning, on a fortnightly basis (leading up to each camp);
- Maintain Camp to budget;
- Recruitment of key personnel for camp, to meet budget requirements;
- Timely processing of referrals and coordination and recording of assessments of families in preparation for camp;
- Work closely with the Office Manager to ensure the camp is organised to run according to plan;
- Work with volunteer coordinator to ensure there are ample volunteers required for camp who have been trained to attend;



- Debriefing and receiving feedback from camp attendees following camp;
- Ability to deal with and appropriately manage any issues that may arise at camp;
- Timely reporting of each camp to the Clinical Committee following each camp;
- Attend public speaking appointments to assist with fundraising when required.
- Responsible for the actioning of the organisational directions set by the Board and Clinical Committee and also for the day-to-day operations of the organisation
- Responsible for the timely response to all external enquiries and referrals to service
- Responsible for the efficient coordination of the logistics and requirements of WW camps
- Responsible for the effective delivery of the camp program, in particular the therapeutic components
- Community Development Interaction
- Promotion of the Wombats Wish Program
- Be involved with fund raising initiatives
- Assist in preparation of funding applications
- Collation of statistical information and efficient records management
- Management of Wombats Wish email
- Training of new volunteers in conjunction with the volunteer co-ordinator

Qualifications

Relevant qualifications, Certificate IV or above in related field (i.e. Social Work, Child education / welfare) or equivalent years in experience in a similar role desirable

Skills / attributes

- People / Relationship Management (Parents, Vendors, Suppliers etc)
- Time Management – ability to manage time effectively & productively
- Ability to prioritise workload
- Communication Skills – excellent verbal and written communication skills
- Problem solving skills
- Public Speaking and presentation skills
- Motivated and Confident
- Commitment to position
- High level of integrity and confidentiality
- Self-disciplined
- High attention to detail

Summary terms and conditions

- Casual role, with hours ramping in lead up to camps
- Hourly rate (to be negotiated)