



## Job Description

Job Title:	Operations Coordinator
Responsible to:	Operations Manager
Directly Reports to:	Operations Manager
Hours and Salary range:	15 hours per week part time \$35.02 to \$37.68 per hour depending on experience.

### Key Purpose of the Job

The Operations Coordinator position will coordinate each camp for Wombat's Wish along with assisting the Operations Manager in seeking funding and raising awareness of Wombat's Wish. Broadly, the role will coordinate each camp and ensuring all tasks in the lead up to and post camp are done in a timely manner, as well as securing funding for camps.

### Main duties and key responsibilities

- Organising three camps per year, including:
  - Ensuring there are the required amount of team leaders and volunteers;
  - Liaising with families attending consistently leading up to the camp;
  - Timely processing of referrals and coordination and recording of assessment of families in preparation for camp
  - Maintain the camp budget;
  - Timely reporting to the Clinical Governance Committee on the progress of camp planning and post camp assessment;
  - Facilitate and lead pre and post camp meetings with team leaders and volunteers.
- Assisting with gaining funding for camps, which may include doing presentations to local groups.
- Meeting with school representatives to educate them on the role of Wombat's Wish to gain referrals.
- Liaising with relevant stakeholders for camp referrals to ensure each camp has a sustainable amount of attendees.
- Liaise with the Volunteer Coordinator to ensure adequate number of volunteers for each camp.
- Responsible for the efficient coordination of the logistics and requirements of all camps.
- Assist with collation of statistical information and ensure efficient records management.
- Manage email address assigned, as well as mobile phone and ensure timely response to all enquiries.
- Assist Volunteer Coordinator in training volunteers.
- Liaise with Operations Manager and assist with any tasks required.
- Liaise with and take direction from the Operations Manager as required. This may include taking direction and additional tasks from the Operations Manager and/or Board

### Expectations of job holder

- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.