



## Position Description

Title:	<b>CAMPS TRAINEE</b>
Responsible to:	<b>PRINCIPAL</b>
Report to:	<b>CAMPS, RETREATS, AND IMMERSIONS COORDINATOR</b>
Tenure:	<b>Term 1 – 4 2024</b>
Hours of Work:	<b>Monday - Friday 8.30am – 4pm</b>

*The role is a 12-month employment opportunity through the AFL Sport Ready program hosted by St Francis Catholic College. Trainees are paid in accordance with the National Training Wage. A trainee's salary is based on a 38-hour week and is determined by the year they finish school.*

The Camps Trainee is expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the Vision and Values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrate understanding of the ethos of a Catholic school and its mission.</li><li>• Demonstrate understanding of the Church's teachings and the Catholic staff member's role in the mission of the Church.</li><li>• Demonstrate capacity to instil in students respect for each other by modelling the teachings of Jesus Christ.</li></ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"><li>• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.</li><li>• Provide students with a child-safe environment.</li><li>• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li><li>• Current Working with Children Card</li><li>• Current Police Check</li></ul>
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"><li>• Work with both Melton and Cobblebank campuses to fulfil key responsibilities and duties.</li><li>• Work with Camps, Retreat, and Immersions Coordinator (CRIC) to help coordinate all year-level and curriculum-based camps and retreats.</li><li>• Assist the CRIC in the development of activity groups and cabin list development as required by campsite providers.</li><li>• Assist the CRIC in the development of staff booklets for each camp.</li><li>• Assist the CRIC in the management of medical information to be provided for staff for each camp.</li><li>• Liaise with the CRIC and School Nurse to collate a list of students who require medical management on each camp, including Asthma, Anaphylaxis, Diabetes and Epilepsy.</li></ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Assist the CRIC in collecting and collating medical forms for each camp.</li> <li>• Assist the CRIC in communicating with staff, students and parents about upcoming camps.</li> <li>• Contact various bus companies and acquire quotes for each of the camps as directed by the CRIC. The CRIC will confirm bookings.</li> <li>• Assemble staff snack packs for each camp, buying and packing snacks. Manage leftover snacks for future camps to reduce waste.</li> <li>• Collate names of students who have not been provided permission by parents 1 week, and 3 days before the cut-off of permission and call parents to accept or decline the permission.</li> <li>• Help with the maintenance and stocktake of Outdoor Education and camp equipment. Notifying the CRIC or Outdoor Education Coordinator of any issues with equipment.</li> <li>• Maintain the equipment shed in an orderly manner, placing all equipment within its dedicated position, and keeping the floor free of obstructions.</li> <li>• Hang wet tents and pack them away when dry.</li> <li>• Attend at least one year-level camp and one Outdoor Education camp per year.</li> </ul>
<b>Organisational Relationships</b>	<ul style="list-style-type: none"> <li>• Internal: Camps, Retreat, and Immersions Coordinator, Outdoor Education Coordinator and staff attending camps.</li> <li>• External: Campsite providers, bus companies and parents.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertake a Certificate III in Sport and Recreation or Certificate IV in Sports Development.</li> </ul>

SELECTION CRITERIA	
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting and reportable conduct).</li> <li>• Be a suitable person to engage in child-connected work.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work independently on a range of complex administration tasks.</li> <li>• Effective time management and ability to work to strict deadlines.</li> <li>• Strong ICT skills including use of Microsoft Word and Excel.</li> <li>• Strong planning and organisational skills.</li> <li>• Effective written and oral communication skills.</li> <li>• A driver licence is preferred but not essential.</li> <li>• Ability to work collaboratively as an effective team member.</li> </ul>