|  |  |
| --- | --- |
| Position Title: | Administration Coordinator |
| Position Type: | Full time |
| Location: | Doxa Malmsbury Youth Camp Office, Glenlyon |
| Reporting Relationship: | Camp Manager |
| Remuneration: | $55,000 plus superannuation for the full -time role and PBI benefits |
| Reviewed: | January, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position is responsible for managing our Malmsbury Camp office and providing administrative support for our team.

**Duties**

* Managing day to day reception, including answering phones and responding to emails.
* End to end Coordination of all camp bookings from schools and community groups.
* Facilitate the collection of evaluation data pre, during and post the camp booking.
* Work with Management and the team to ensure a positive camp experience is achieved.
* Overseeing and updating the data base of all bookings and events.
* Assisting with functions and events when required.
* Assisting managers with HR recruitment administration.
* Undertake general administrative duties including photocopying, mail, communications, and scanning.
* Administering petty cash and replenishing general office supplies.
* Participate in supervision and professional development.
* Assist with updating social media.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Excellent written and verbal communication skills.
2. Experience in providing office and administrative support.
3. Strong typing skills and knowledge of the Microsoft Office suite and basic IT.
4. Ability to learn and work with a range of data bases, especially in the area of client relationship management.
5. Demonstrated accuracy and attention to detail.
6. Excellent organisational skills with the capacity to multi task and prioritise.
7. Ability to relate well to a broad range of people.
8. High level of integrity in handling confidential information.
9. Capacity to work independently and as part of a team.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.
* Current Drivers Licence

*Desirable Criteria:*

* Business or Office Administration qualification
* First Aid qualification
* Chief Fire Warden or Fire Warden training
* Bus licence (light rigid or rigid)

**Contact Person:**

For further information about the position, please contact our camp managers. Anthony Callaghan and Sean Adam on 03 547 4230.