**JOB DESCRIPTION**

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| Position Title: | Summer Camp leader |
| Position Type: | Casual |
| Location: | Melbourne CBD and Malmsbury |
| Reporting Relationship: | Summer Camp Coordinator |
| Remuneration: | $400 per day |
| Reviewed: | November, 2022 |

**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 primarily responsible for facilitating recreational activities and ensuring the wellbeing and safety of children at our summer camps in 2023. You will be staying at our venue for the duration of the camp. Doxa will be running camps in both the Melbourne CDB and at our bushland camp in Malmsbury. We are all about campers having fun, learning and creating special memories.

**Dates**

**Dates for both our Malmsbury and City Camps**

**Summer Break**

January 9 to January 13  
5 days and 4 overnights

January 16 to January 20  
5 days and 4 overnights

**Term 1 Holiday**

April 11 to April 14  
4 days and 3 overnights

April 17 to April 21  
5 days and 4 overnights

**Duties**

* Oversee the wellbeing of a group of assigned campers.
* Lead and facilitate recreational programmes for children and young people.
* Ensure that all programme related equipment is available, safe and ready for use.
* Assist in the preparation, serving and cleaning away of snacks and packed lunches.
* Maintain a safe environment for children and young people.
* Follow the policies, procedures and guidelines of the Doxa Youth Foundation.
* Maintain good relationships with parents and activity providers supporting the camp.
* Attend and positively contribute to Summer Camp team meetings.
* Participate in supervision and professional development.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in facilitating recreational activities for children and young people.
2. Ability to work effectively as part of a team.
3. Good communication skills.
4. Demonstrated capacity to relate well to children and young people.
5. Strong time management and organisational skills.

*Special Requirements:*

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

*Desirable:*

* First Aid and CPR training.
* Minibus licence

**Contact Person:**

For further information about the position, please contact Tom Kelly, City Camp Manager, on 0437 519 554 or Anthony Callaghan, Malmsbury Camp, on 5473 4310.