**JOB DESCRIPTION**

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| Position Title: | Activities Instructor |
| Position Type: | Casual |
| Location: | CBD Office, Melbourne |
| Reporting Relationship: | City Camp Manager |
| Remuneration: | $27.72 |
| Reviewed: | April, 2023 |

**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 role is primarily responsible for facilitating activities for children and young people as part of our City Camp team, both during the day and in the evening. Students and teachers from country and outer suburban schools stay with us and we assist them to explore all the fun things that Melbourne has to offer. Our participants enjoy unique learning experiences in an urban setting.

**Duties**

* 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.
* Lead briefings.
* Assist with evaluating and improving city camp activities.
* Support the camp administration staff by obtaining required information from school groups.
* Develop and maintain positive relationships with activity providers supporting the programme.
* Attend and positively contribute to City 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.
6. Familiar with Melbourne and surrounds.

*Special Requirements:*

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

**Contact Person:**

For further information about the position, please contact Tom Kelly, City Camp Manager, on 0437 519 554.