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| Position Title: | Programmes Coordinator, City Camp  |
| Position Type: | 0.6 Permanent Part-time |
| Location: | Doxa City Camp, Melbourne CBD  |
| Reporting Relationship: | City Camp Manager |
| Remuneration: |  |
| Reviewed: | August, 2025 |

**JOB DESCRIPTION**

**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.

**The Role:**

The Programmes Coordinator is a developing practitioner who plays a role in ensuring our camps enrich the lives of participants. This person coordinates the booking of programs and transport for school and community groups, supports the City Camp Manager in the booking of all relevant services and activities as well as the processing of invoices, ensures all equipment is ready and safe and facilitates the day-to-day activities that schools participate in. The Programmes Coordinator deputises in the absence of the City Camp Manager.

**Duties**

* Work with schools and community groups to make City Camp bookings.
* Coordinate the booking of transport for school and community groups through V/Line and other relevant private services as required.
* Support the City Camp Manager to book all required services related to City Camp.
* Coordinate the payment of invoices for all service providers.
* Coordinate the invoicing and collection of fees from service users.
* Support the planning, booking and delivery of City Camp Holiday programs.
* Ensure all programme related equipment and provisions are available, safe and ready for use with the incoming group.
* Oversee the appropriate storage and maintenance of programme equipment.
* Participate in the development and implementation of business and operational plans for the City Camp.
* Assist with City Camp feedback and evaluation activities.
* Understand and act in accordance with the City Camp standard operating procedures and DYF policies and procedures.
* Facilitate recreational activities for groups as required.
* Deputise in the absence of the City Camp Manager.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in planning and booking, programmes for children and young people.
2. Strong interpersonal skills.
3. Ability to develop and maintain relationships with a broad range of stakeholders including schools, activity providers and other organisations.
4. Good written and verbal communication skills.
5. Strong administration, time management and organisational skills.
6. Demonstrated ability to work effectively as part of a team.
7. An appreciation of the issues facing disadvantaged young people, especially those from low socio economic, Aboriginal and Torres Strait and culturally and linguistically diverse backgrounds.

*Special Requirements:*

* Hold a current Working with Children Check
* Undergo a National Criminal History Check
* Hold a current first aid qualification

*Desirable:*

* Degree in Youth Work, Education, Administration or equivalent
* Personal Drivers licence