**JOB DESCRIPTION**

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| Position Title: | Malmsbury Camp Manager |
| Position Type: | Full time  |
| Location: | Doxa Malmsbury Youth Camp, Glenlyon  |
| Reporting Relationship: | General Manager, Camps |
| Remuneration: | $90,000 + superannuation  |
| Reviewed: | August, 2025 |

**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 Malmsbury Camp Manager is a highly skilled practitioner who plays a vital role in ensuring our camps enrich the lives of participants. This position is responsible for the general operational management of the Malmsbury Camp including the management and support of all Malmsbury Camp staff, the internal and external relationships of all key stakeholders and the ongoing coordination of high quality, safe, new and innovative programs and activities for our participants.

**Duties**

* Hold managerial responsibility of the Malmsbury Camp program.
* Participate in the development and implementation of business and operational plans.
* Oversee the booking of all School and Holiday Malmsbury Camps.
* Coordinate the programming and booking of all required services related to Malmsbury Camp.
* Coordinate the design and implementation of new and improved Malmsbury Camp programs.
* Assist with the development and monitoring of annual Malmsbury Camp budgets.
* Assist with recruiting and coordinate the induction and training of staff.
* Ensure team members have access to appropriate professional development and training opportunities.
* Support the accreditation processes with Quality Tourism, ACA and other relevant accreditation bodies and ensure compliance with standards.
* Participate in the evaluation of all Malmsbury Camp programs.
* Ensure that necessary program data is collected and collated.
* Welcome all groups, give safety briefings and be the ‘face’ of Doxa Malmsbury Camp.
* Build and maintain relationships with a range of key stake holders including schools, activity and accommodation providers and support organisations
* Participate in ongoing professional development opportunities.
* Act as a First Aid Officer and/or Fire Warden and assist with the response to emergency situations if required.
* Understand and act in accordance with the Malmsbury Camp standard operating procedures and DYF policies and procedures.
* Facilitate recreational activities for groups as required.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. An appropriate tertiary qualification in Youth Work, Education (Outdoors or other) or equivalent.
2. Extensive experience in planning, developing and implementing camp programs for children and young people.
3. Strong interpersonal skills.
4. Skills and experience in leading and managing teams.
5. Ability to develop and maintain relationships with a broad range of stakeholders including schools, activity providers and welfare organisations.
6. Good written and verbal communication skills.
7. Ability to manage budgets and monitor expenses.
8. Highly developed time management and organisational skills.
9. Demonstrated ability to work effectively as part of a team.
10. 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
* Have a low and high ropes supervisor qualification

*Desirable:*

* Bus licence
* Degree in outdoor education or equivalent