

Program Coordinator – Specialist – Tenured position

UC Camping Norval is seeking enthusiastic and experienced individuals as Program Coordinator Specialists x 2. These positions are limited tenured positions (37.5 hrs/week), beginning October 2021 concluding 8th April 2022. The roles will involve a broad range planning, leading and facilitating sessions. Primary point of contact for visiting groups including briefing/debriefing. You will need to demonstrate your knowledge, skills and experience in the delivery of outdoor recreational programs with diverse client groups.

Successful applicants must be able to work independently and cooperatively, and relate well to clients, staff and outside providers.

Norval consists of a close knit, motivated team with a strong focus on customer service.

Essential Selection Criteria:

- ❖ Qualifications (or equivalent experience) for the following activities:
 - Tertiary qualifications in outdoor education/recreation or related fields.
 - Three to five years' successful experience in a related role or similar scope.
 - Able to train, mentor, coordinate and supervise staff at a lower level
 - Current Senior/level 2 first aid certification
- ❖ Current working with children's check (or willingness to obtain)
- ❖ Qualifications (or equivalent experience) for the following activities:
 - High Ropes, Low ropes, Flat water canoeing, Abseiling, Rock climbing.
 - Initiatives and large group games
 - Campout programs/activities
- ❖ Remuneration will depend on qualifications and experience. All staff are covered under the Uniting Church Camping Lay Staff Collective Employment Agreement 2021.

Applications close 5pm 24th September 2021

To apply, please send a covering letter with your CV, and the details of 2 professional referees, to:

ATT: Acting Site Manager
Norval
204-232 Grampians Rd, Halls Gap Vic 3381
e) norval@uccamping.org.au

Please contact Glen Keilor, Acting Site Manager for further information or a copy of the Position Description p) 03 5356 4241 e) glenn@uccamping.org.au

UCA is an inclusive workplace that embraces diversity and equal opportunity in employment. We welcome applications from all candidates from culturally diverse backgrounds, First peoples and all others regardless of age, ethnicity, religion, disability and sexual orientation.

UCA is committed to providing a safe environment for all including children. Successful candidates are required to undergo a National Criminal History Check and sign a Keeping Children Safe Code of Conduct. Successful candidates will also require a current Working with Children Check.