



D U T Y S T A T E M E N T

TITLE OF POSITION	Region Campsites Coordinator
REPORTS TO	Region Commissioner
DIRECT REPORTS	Nil
LIAISES WITH	ARC Sustainability & Operations Campsite Caretakers within the Region Campsite Committees within the Region Branch Commissioner (Operations) Branch Commissioner (Environmental) Branch Support Office – Facilities and Brand and Sponsorship
DELEGATIONS	Financial approvals within the Delegations Policy and agreed Region Budget
MEASUREMENTS	As negotiated as part of the Individual Adult Volunteer Plan (IAVP) process
PURPOSE	To assist with delivering enhanced strategies associated with the management of the Region Campsites including daily operational activities and events, risk, compliance, child safety, WHS and direct liaison with Campsite Committees and Caretakers where no Campsite Committee exists. This role also seeks to support the broader strategy of the Sustainability & Operations portfolio.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Be a champion of change – ensuring that Region campsites, facilities and activities are primarily for the benefit of members, whilst actively ensuring that members are being taken together on the change journey.• Ensure each campsite is well managed in terms of legislative, P&R and QBSI compliance, asset management and customer service practices.• Ensure Finance and Property Returns are submitted by the campsite committees/or caretakers in accordance with established guidelines.• Assist with the coordination and the development of master planning for each campsite through to identification and scoping of projects for funding requests.
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- Assist with the coordination and the development of Strategic Plans for each campsite.
 - Participate actively within each Campsite Committee.
 - Liaise with each Campsite Caretaker and Campsite Committee and report back to the Region Commissioner.
 - Communicate relevant changes to Campsite Caretakers and Campsite Committees and escalate issues that cannot be resolved at this level.
 - Monitor the compliance of equipment at the campsites with safety requirements, boating certificates, and/or legislation.
 - Support projects as requested or agreed to with the Campsite Committee and Region Commissioner.
 - Actively communicate using Teams, emails, phone calls, etc daily to help proactively move forward.
 - Participate in Region Meetings as invited.
 - Any other duties as requested by and in support of the Region Commissioner.

CRITERIA

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and mentor teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting.
- Be able to mediate, carry out reviews, write reports and make recommendations.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.



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- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.
 - Have a sound understanding of Child Safety in accordance with Qld. Branch Policies, Principles, Standards and Procedures.
 - Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.

ROLE SPECIFIC CRITERIA

- Hold a Program Support Leader (Leader of Adults) wood badge or be prepared to complete Program Support Leader wood badge training within 12 months of appointment.
 - Hold Management qualifications or management experience
 - Have a demonstrated ability to work effectively with Adult Members
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