

# Scouts Australia NSW



## Position Description

### Camp Caretaker, Mt Keira Scout Camp

**Approved by:** Chief Executive

**Date of approval:** April 2009

This Position Description may be reviewed and amended from time to time by Scouts Australia NSW, in accordance with the evolving needs of Scouts Australia NSW.

**Position reports to:** Business Manager – Activity Centres

**Position liaises with:**

- Chairman Mt Keira Scout Camp Committee, South Coast and Tablelands Region
- Region Commissioner, South Coast and Tablelands Region

**Staff reporting to this position:**

- No staff report to this position.

### Organisational Environment

Scouts Australia NSW is a “not-for-profit, not-for-loss, for people” volunteer organisation run by and for volunteers, and assisted by a small employed (paid) staff. Over 20 000 people, youth and adults, are involved in delivering and experiencing the Scout Youth Program, making Scouts one of the largest youth organisations in Australia outside the formal education system.

Scouting’s mission is to contribute to the education of young people through a value system to help build a better world where people are self-fulfilled and play a constructive role in society.

The employed staff of Scouts Australia NSW exists to provide excellent customer service and professional expertise to the volunteer membership and leadership. We are based at our State Office (at Sydney Olympic Park) and a series of Region Offices, Activity Centres, Campsites and communities across NSW.

## **Purpose and Scope of Role**

To carry out a range of tasks to ensure that the Mount Keira Scout Camp's buildings and grounds are maintained to a high standard and that Members, parents, volunteers and other Mount Keira Scout Camp (**Camp**) customers receive excellent service when using the facility.

## **Key Duties and Responsibilities**

### Public Relations

- Ensure that visitors are met and made to feel welcome and made aware of procedures, including their responsibilities while at the Camp
- Ensure that the Camp is left clean and tidy by all users
- Maintain a good working relationship with the National Parks and Wildlife Service

### Grounds

- Implement all necessary measures to protect property at the Camp including locking the buildings and gates, informing Camp users to not damage trees and plant life, etc
- Arrange to have the Camp grounds regularly mowed and edges trimmed
- Maintain activity equipment including organising any necessary repairs to such equipment
- Undertake minor repairs to buildings and roads where necessary and keep drains clear, especially alongside the sealed road to prevent water flowing across the road
- Attend to emergencies at the Camp such as First Aid, overdue parties (there are procedures to follow when groups do not return from activities at the time planned), informing authorities when required, etc
- Report repairs to be done to the Camp Committee Chairman and Region Office
- Remove rubbish to the collection bins on a daily basis
- Secure the Camp gate overnight and at any other time that the Camp is closed for use
- Manage the recycling of recyclable materials on the Camp site

### Buildings

- Ensure buildings on the Camp site are left locked and all lights are out at the conclusion of being used
- Clean communal halls, bedrooms and amenities after use
- Wash bed covers and linen after use
- Attend to emergency requirements eg water, sewerage, electrical supply failures, etc
- Report all system malfunctions to the Camp Committee Chairman and Region Office
- Conduct an audit of all kitchen equipment after use and arrange for the Region Office to charge the hirer for any damaged or missing equipment
- Carry out any minor handyman work eg change light globes, tap washers, etc

### Water Supply

- Monitor the level in the water tanks and see that the filtration system is working correctly to ensure access to water on the Camp site

### Bookings

- Arrange for the booking diary to be updated with any new information received from the Region Office
- Show potential customers around the Camp site if required and direct them to the Region Office to make a booking
- Arrange for any equipment required for a booking to be available and put out as when and where required

### Administration

- Carry out all administration tasks as required to achieve the smooth running of the Camp
- Attend the meetings of the Camp Management Committee which are (at the time of preparing this Position Description) held every 2<sup>nd</sup> month. This may change on a temporary or permanent basis
- Liaise with the "Wednesday Working Party" on a regular basis
- Collect and record any fees paid in at the Camp
- Visit (or at least contact) the Region Office at least once per week to check on variations in bookings, etc
- Deliver all monies collected at the Camp to the Region Office
- Order and coordinate supplies to the Camp such as bottled gas, cleaning materials and garbage collections, etc
- Authorise minor purchases and organise reimbursement (with receipts) from the Region Office
- Coordinate weekend coverage of the Camp with the Deputy Camp Warden Team to ensure that the Camp is accessible at all times

### **Other Duties and Responsibilities**

- Provide opportunities for Scout activities at the site
- Enhance the Scout program as offered in the South Coast and Tablelands Region
- Raise the profile and reputation of Scouting in the South Coast and Tablelands Region through excellent customer service and professionalism
- Promote and facilitate the use of the Camp by Scout and non-Scout clients
- Ensure optimum presentation and serviceability of the Camp and its facilities

### **Required Education and Training**

- Landscaping/grounds maintenance in bush environment
- First Aid Certificate
- Prohibited Employment Declaration / Police Check required
- Experience working in a volunteer environment (desirable)
- Scouting Experience (desirable)
- Computer literate (desirable)

### **Required Skills, Knowledge and Experience**

- Experience in the maintenance of grounds and buildings
- Experience in working with children and young people
- Experience in working with contractors
- Experience in providing customer service
- Administrative/bookkeeping skills to plan a workload to achieve results

- Good written and oral communication skills
- Good interpersonal skills
- High standard of cleanliness
- Ability to perform minor repairs
- Ability to be flexible and to use own initiative
- Committed to customer service
- Ability to work as a member of a team
- Maintenance of records/booking diary as a faithful copy of the Region diary
- Ability to remain calm in an emergency
- Ability to keep track of accounts

### **Necessary Personal Qualities and Behaviours**

Behaviours and attitudes which meet the criteria set out in the Scouts Employed Staff Culture Model.

### **Live In Accommodation**

- This position requires the incumbent to live on-site at a cost (to be advised) to the incumbent.

### **Available Resources**

- Mentoring and supervisory input from the Business Manager – Activity Centres and the Chairman Mt Keira Scout Camp Committee, South Coast and Tablelands Region

I understand the above job requirements and the accompanying Culture Model guidelines, and that my fulfillment of these will form the primary basis of my performance reviews.

### **Signatures**

NAME OF INCUMBENT:

SIGNATURE OF INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF MANAGER:

SIGNATURE OF MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_