



CAMP ASSISTANT MANAGER – ROLE DESCRIPTION

Camp Assistant Manager

Don Bosco Camp & Centre, Safety Beach, Victoria

Don Bosco Camp and Centre (DBCC) Safety Beach is owned and operated by the Salesians of Don Bosco a catholic religious congregation. Don Bosco Camp and Centre is a public benevolent institution with a specialised focus in outreach programs for young people and it is vitally a part of our ministry.

The Campsite is utilised for two distinct purposes:

1. Salesian Youth Ministry

For over 75 years, leadership and holiday camps for young people have been conducted on this site and have evolved into a unique tradition of holiday programs involving teams of dedicated volunteers who are trained in the Salesian Preventive System. They emphasize the cornerstone of the Salesian Method: friendship, joy, freedom, presence, and positive mentoring – especially with peer-to-peer youth leadership. These programs are conducted in the December, January, and June/July school holiday period.

2. Salesian Hospitality Ministry - General Hire

For the rest of the year the Campsite is available for hire to school, parish, sporting, and community groups. Groups utilise the camp facilities as well as external facilities such as the beach, The Enchanted Adventure Gardens, Stand Up Paddle Boarding and so forth. Some specific activities and programs can also be conducted for groups by camp staff. Don Bosco Camp and Centre can provide both catered and self-catered options for groups.

The primary focus of Don Bosco Camp & Centre is:

- To ensure that groups and people who attend the camp feel welcomed, happy and safe.
- To ensure that the hospitality of the service that we provide is of a high standard.
- To ensure that the site is maintained to a high standard and is compliant with all regulatory services.

Position Overview

- The camp assistant manager is a full-time position at Don Bosco Camp & Centre, Safety Beach, Victoria, and is reportable to the camp manager.
- The camp assistant manager's role is to assist in day-to-day operations of the camp by providing support to the camp manager and other staff members in the running of its programs.
- The camp assistant manager is required to follow the guidelines of the role descriptions for the catered and self-catered groups on site.
- The camp assistant manager may also be roster for on-call 24-hour service overnight or on weekends according to the shared roster.

Requirements and Expectations of the Position

- Work with young people in a professional manner according to the Salesian ideals
- Excellent interpersonal and communicational skills.
- Leadership and organizational abilities with effective time management
- Work independently and unsupervised
- Ability to foster teamwork
- Ability to work well under pressure
- Can prioritise and multi-task
- Proven experiences in hospitality
- Great problem-solving attitude
- Basic computer skills
- Ability to help and educate others
- Flexibility to work on call
- Have a Current Working with Children Check.
- Have a Current Drivers Licence.

The camp assistant must endeavour to obtain the following certificates within the first 6 months of work:

- Current Food Handling Certificate
- Current First Aid Certificate
- Current Life Saving or Community Life Saving Certificate

Responsibilities

- Welcoming and hosting groups and campers, making them feel at home and as a point of contact
- Manages contact with camp leaders and coordinates their duties whilst on camp.
- Manage programs: responding to the campers, camp and group leaders, inquiries, etc. referring matters to the Manager.
- Tailoring programmes and activities for groups booked into the camp (if required) including holiday and leadership programmes.
- Manage games and activities for groups and campers when required.
- Manage and coordinate off site activities for groups and camps.
- Hosting the dining room, assisting with the serving of meals, and cleaning up
- Rostered on-call 24-hour service during camps (this may include weekends) on a rotational basis
- Emergency Management – have knowledge of the emergency procedures and provided safety briefing to groups and campers
- Security – safeguarding people, the campsite, and camp assets (equipment and facilities) when on duty
- Manages cleaning, maintenance, and landscaping of the site
- Promotes and monitors social media platforms for DBCC and all its works
- Supports the manager with camp enquiries in all aspects of communication. This includes the camp booking process from initial inquiry, showing groups through the site, quotation, tentative booking, and confirmation of booking and updating records.
- Supports the administration staff in basic administrative tasks: data entry, filing, word processing, authorising payments and updating spreadsheets.
- Manages relevant information about campers to produce required lists e.g., food allergies, bus list, tuckshop etc.
- Manages current information on campers, leaders, holiday camps, and other camps conducted by camp staff.
- Manages and supports kitchen manager and catering needs of groups.
- Manages and supports the kitchen manager in the operation of the kitchen that includes maintenance schedules, food handling certifications and food safety standards