

The national peak body for camps and associated providers



Position Description

Role	Program Coordinator
Reporting to	Head of People Outdoors
Department	People Outdoors
Location	84 Hotham Street, Preston, VIC 3072
Classification	Full Time
Date Prepared	June 2025

About the Australian Camps Association

The Not For Profit Australian Camps Association (ACA), the national peak body for camps and associated providers, believes that participating in supported outdoor experiences through camps and adventure activities leads to happier and healthier lives. Our vision is to facilitate 'more people outdoors more often'.

The ACA was formed in 2005/6 when the Camping Association of Victoria merged with the Tasmanian, South Australian and Queensland Associations. Today we provide information, resources, services and training to well over 200 members across Australia.

The Australian Camps Association includes People Outdoors (PO), established in 1989 to provide outdoor recreational activities for people of all ages living with disability. The Australian Camps Association is a registered NDIS service provider accredited with the Quality Tourism Accreditation. Programs include overnight through to four-day camps.

Position Overview:

The role is a full-time position in the People Outdoors Team and is based at the ACA office in Preston. This role is instrumental in coordinating exceptional outdoor recreation programs for people with a disability. Some parts of the role will include travel to campsites, face to face intake meetings, attending expos, shopping for resources, attendance at camp departure and return locations and partaking in a rotational on call roster. Out of hours work (e.g. weekends) may be required from time to time.

Job Profile:

- Coordinate, promote, oversee, deliver and evaluate assigned programs independently.
- Support Assistant Program Coordinator as required.
- Follow up expression of interests in a timely manner.

The national peak body for camps and associated providers



- Facilitate camper intake meetings.
- Allocate staff to programs.
- Book campsites.
- Complete and distribute staff and camper information.
- Attend camp departure and return location as required.
- Complete post program evaluations (including sending photos to campers) and reports and file accordingly.
- Invoice campers post program.
- Assist in representing People Outdoors at promotional events and industry forums.
- Assist Head of People Outdoors with staff and volunteer recruitment.
- Assist Head of People Outdoors with PO interstate expansion – recruit campers, coordinate and evaluate programs.
- Program development, promotion, coordination, delivery and evaluation of additional programs as required.
- Partake in an on-call roster that may include out of hours/weekend work.
- Undertake general administrative duties and projects as directed.

Key Performance Indicators:

- Meeting minimum numbers for each camp where possible.
- Maintain customer satisfaction.
- Working towards the ACA overall strategic plan.

Core Competencies:

- Collaboration and teamwork.
- Communication with families, stake holders and ACA team.
- Customer focus for best quality outcome.
- Problem solving and decision as a team.
- Administration skills.
- Excellent communication skills.

Mandatory:

- NDIS Workers Screening Check (can be completed during the onboarding process).
- Working with Children Check.
- Current Driver's License.
- Proficient IT Skills (Home Office).

The national peak body for camps and associated providers



Desirable:

- Understanding of the residential camp industry.
- Experience working with people with disabilities (minimum of 6-12 months direct support work).
- First Aid and CPR certification.
- Ability to drive a 12-seater bus/tow a trailer.

NOTE: This position description is not intended to be all inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.