



CAMPS & ACTIVITIES SUPPORT

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Camps & Activities Support are required to work closely with Learning Leaders to assist in providing outdoor education practical trips and attend year level camps as required. This support role is to also assist in classes under the direction of the Health and PE staff to set up for practical classes. The incumbent is required to attend Outdoor Education trips and other camps and work with Teachers to organise and run activities.

The role will also undertake resource and equipment ordering and oversee the maintenance and upkeep of sport and outdoor education storerooms and equipment and will take direction from HPE and Outdoor Education teachers about venue bookings. Working with the Activities Leader this role will assist with sport coordination and running key athletics carnivals. This will be inclusive of sports promotion and coaching sports teams

ESSENTIAL DUTIES & RESPONSIBILITIES

Key Responsibility Areas

General

- Maintenance and upkeep of sports and outdoor education storerooms and equipment
- Assisting with office administration duties.
- Familiarise themselves with the physical education departments ICT (timing gates and GPS units).
- Resource and equipment ordering.
- Keep electronic tally of house points for sports house competitions.

Staff

- Assist in the leadership of Outdoor Education Practical Trips.
- Assist PE/Outdoor Education in practical classes.
- Assist HPE staff by setting up practical classes when required.
- Assist the Sports Coordinator in organising and running the swimming and athletics Carnivals.
- Assist the Sports Coordinator in organising sports competitions.



	<ul style="list-style-type: none"> Attend relevant school sports competitions & assist on the day. Website and Newsletter Sports, PE and Outdoor Education program promotion. Coach school sporting teams if required. Liaise with Activities Leader to organise and run sports activities on Mercy Day. Liaise with HPE Coordinator and Outdoor Education Team Leader with making practical class bookings. Assist staff on school camps and retreats by organising and running activities. <p>Student</p> <ul style="list-style-type: none"> Liaise with Year Level Learning Leaders to organise and run lunchtime sporting competitions. Communicating with students regarding sports organisation. <p>Communication/Promotion</p> <ul style="list-style-type: none"> Promotion of sport activities across the College. Communication with students regarding involvement in school sporting activities via the Internet and Noticeboard.
Professional Development	<ul style="list-style-type: none"> Be open to researching areas of interest relevant to directions provided in the school's strategic plan. Continue development of ICT skills as technologies evolve. Participate in the staff appraisal process. Be an active member of a relevant professional association as duties permit. Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
General and Administrative Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. Maintain currency mandatory reporting and anaphylaxis training. Demonstrate duty of care to students in relation to the physical and mental wellbeing. Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Experience working with and instructing children in the outdoors. Sound knowledge of outdoor education. Current driver's licence.
	<p>Desirable Other:</p> <ul style="list-style-type: none"> Relevant post-graduate studies (or working towards such qualifications) Membership of a relevant professional body
Skills and Attributes	<ul style="list-style-type: none"> Ability to relate to students of all ages. Able to exercise judgement and discretion when undertaking duties. Able to establish and maintain good working relationships. Flexible and dependable. Strong commitment to duty of care. Demonstrate professional and collegiate relationships with colleagues.



	<ul style="list-style-type: none"> • Personal sense of initiative, innovation, and enthusiasm. • Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents and the school community. • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Ability and willingness to accept policy directives. • Ability to manage complex tasks with minimal supervision • Ability to develop and maintain strong working relationships with key stakeholders • Capacity to work to tight time lines • Proven capacity to work independently • Sound organisational skills including strong attention to detail • Proven time-management skills
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Director of Learning and Teaching, Director of Campus
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCMEA) 2018.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.