POSITION DESCRIPTION

OUTDOOR EDUCATOR

Summit Educational Camps

September, 2011
1. MISSION STATEMENT AND PURPOSE:

Crusaders is a Bible-based, interdenominational Christian Youth Organisation whose mission is to help the students of the independent schools of Australia to know and follow Jesus. We seek to expose students to the gospel, win them to Christ, disciple them in their faith and train them for a lifetime of service.

We work towards this purpose using four core strategies:
- Summit Camps, which runs fully-programmed camps for school groups during term times;
- Cru Holiday Camps, which runs camps for school students during school holidays;
- Schools ministry team, who encourage and support Christian groups in independent schools; and
- The operation of Conference and Recreation Centres at Galston and Lake Macquarie, where students and campers can enjoy a fantastic camp experience while, at the same time, growing in their faith.

Similarly, we pray that each employee will grow in their relationship with God and will develop new skills and abilities to serve Him. Our staff are committed Christians who look to work together as a team to build each other up, not just to be productive workers, but to be people who will grow in their love and knowledge of God.

2. SUMMIT CAMPS:

Summit is a division within Crusaders that has been running quality school camps since 1988, predominantly to independent schools. The ultimate purpose of these camps is to facilitate faith development in children so that they are given the opportunity to recognise Jesus Christ as the Son of God and to live with Him as their Lord and Saviour, within the context of educationally excellent school camps.

Strategically, Summit also aims to link campers into either a holiday camp or their Crusader group at school.

As well as Summit’s ministry to campers, a second ministry goal is aimed towards the teachers on camp. By running all aspects of the camp program, Summit allows teachers to concentrate on building rapport with their students. Thirdly, Summit also aims to develop our trainees who come through the ‘fellowship’ program. During their time in Summit, Fellows are encouraged in their walk in Christ, and equipped for ministry at Crusaders and beyond.

In the last seven years, Summit’s full-time team has doubled in size. This has brought in increased camping, administrative and pastoral load to Summit’s staff. Therefore, our Outdoor Educators are increasingly necessary for the effective planning of Summit camps, the continuing provision of high quality camp programs, and the management and development of this growing team.

The Summit division of Crusaders operates out of the Crusaders’ Galston office. Crusaders also operates two campsite properties: Galston Gorge Conference and Recreation Centre in Sydney’s outer north-west, and Lake Macquarie Outdoor Recreation Centre, near Newcastle; the majority of Summit’s camping work is carried out at one of these two campsites.
3. ORGANISATIONAL STRUCTURE:

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Summit Educational Camps
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- Summit Director
- Curriculum Co-ordinator
- Outdoor Educators
- Program Co-ordinators
- Outdoor Ministers
- Certificate IV Fellows (Outdoor Leaders)
- Certificate III Fellows
- Certificate II Fellows
- Interns
- Trainees

Note:
- The staffing structure described above may change at any time according to operational needs and this may affect this position description to varying extents.

4. POSITION DESCRIPTION:

a) Interacts with: The Director of Summit and other Outdoor Educators most closely. As a senior member in the Summit team, Outdoor Educators work also with the Program Co-ordinator and Curriculum Co-ordinators in running our programs and guiding our large staff.

b) General Senior Summit Team Accountabilities:
The Senior Summit Team consists of the Summit Director, Curriculum Co-ordinator, Program Co-ordinator, Outdoor Educators and Outdoor Ministers. Whilst the Summit Director has overall responsibility, the Senior Summit Team works collectively with shared responsibility to ensure the efficient operation of Summit’s camping program, recognising the diverse skills needed in running an educationally exceptional Christian camping program. Given also the nature of educational camping, it is recognised that these positions involve work that is not always during regular hours, but involves night program, primarily during weeknights of particular weeks of the school term. The frequency of involvement in night programs varies depending the individual’s camping load; and such after hours work is compensated for through Crusaders’ ‘Days in Lieu’ policy. Occasionally, the Summit Director may require members of the Senior Summit Team to take responsibility for areas outside their normal area of operation. Any of the Curriculum Co-ordinator, Outdoor Educators or Program Co-ordinator may be required to serve as Acting Summit Director in the Director’s absence.
c) Specific Outdoor Educator Accountabilities:

The Outdoor Educator is primarily involved in the planning and running of programs for Summit school camps, in order to best support Crusaders’ mission in reaching people for the Gospel of Jesus. The 4 main areas will include:

- Making final preparations for camp (such as allocating leaders to parts of the program, writing Christian talks and discussion group pages, etc);
- Directing Summit Educational Camps (which involves liaising with teachers, managing a team of camp leaders, delivering Christian talks, running outdoor activities, etc);
- Leading on Summit Camps (involving running activities, running a discussion group, etc);
- Monitoring the quality of our programs (both on camp, and as a part of a post-camp wrap up).

As well as the above, a significant portion of the Outdoor Educator’s time will be engaged in tasks not directly related to the running of an individual camp, but, rather, necessary for the wider running and development of Summit and Crusaders. This will involve:

- Providing guidance, mentoring and training for our trainees;
- Reviewing and developing resources for our camping programs;
- Being a director, speaker or leader on Crusader Holiday Camps.

Other tasks which will take up varying amounts of the Outdoor Educator’s time are writing and attending staff Bible studies and prayer times, attending training courses and/or conferences, attending Senior Summit meetings, and the production of reports.

The Outdoor Educator will endeavour to meet or exceed our teachers’ expectations at each ‘moment of truth’. A moment of truth occurs when a client comes into contact with Crusaders in any way, e.g. face to face, eating a meal, on the phone, during an activity, via email, etc. A negative moment of truth, no matter how small, may be our last chance to serve a guest. The position is critical for ensuring our teachers and students thoroughly enjoy their camping experience with the hope that they will become returning customers year after year so that we can serve them effectively. As a key member of the senior Summit team, considerable flexibility is required so that duties outside those normally performed are carried out when the circumstances dictate. Likewise, due to the nature of camping, the Outdoor Educator should be prepared to work outside of regular office hours. Additionally, the role is a key part of Crusaders’ ministry and as such must be exercised in a way which demonstrates a commitment to evangelism and effective pastoral care for both staff and guests (teachers and students). A leadership capacity must be demonstrated in the preparation, delivery and participation in staff Bible studies and devotions. Flexibility, a servant heart and a pastoral focus are essential requirements of the Outdoor Educator:

- **Flexibility**: to respond with enthusiasm to changing needs as prioritised by the Director of Summit;
- **Servant heart**: to be willing to do whatever is necessary and not feel that some jobs are ‘beneath them’;
- **Pastoral focus**: to initiate, develop and maintain excellent client and public relations to maximise their enjoyment of their ‘Crusader experience’ so that they experience the best opportunity to learn about Jesus or to grow in their faith; and to seek to encourage Summit’s trainees in their Spiritual growth.
d) **Typical Duties** include but are not limited to:

- Attending approximately 30 Summit camps during the year (the exact number to be determined by the Director of Summit, based on the administrative demands of the position);
- Preparing for and directing the majority of Summit camps attended;
- Delivering the Christian talks on the majority of the Summit camps attended;
- Providing leadership and direction to the Summit camp team, which may include full time and casual staff.
- Liaising with camp sites during the running of a program;
- Close liaising with school staff throughout camp.
- Ensuring the safety of campers and staff by programming and running camps in line with Crusaders’ Standard Operating Procedures for all activities;
- Liaising with the Program Co-ordinators after camp, to design the following year’s program, to meet the school’s camping requirements;
- Assisting trainees as each of them directs and speaks on one Summit camp per year;
- Attending of a number of Summit camps as a member of the camp team, not just as the director of the camp;
- Preparing and participating in staff Bible studies, devotions and theological training;
- Participating in Senior Summit team and other staff meetings;
- Participating in training courses as directed, including theological study, outdoor recreation training and ministry skills development;
- Assisting the Director of Summit with the training, development and pastoral care of Summit staff;
- Meeting personal performance goals, and ensuring that Summit trainees are similarly meeting personal performance goals.

e) **Other duties include:**

- Developing and maintaining resources required for the running of the Summit division;
- Submitting written reports to the Summit Director, as requested;
- Being a part of the leadership team on one or two Crusader Holiday camps;
- General Crusader duties as directed by the Executive Director or his appointed proxy, which could include duties within other divisions.

5. **ESSENTIAL POSITION CRITERIA**

The following qualities are seen as being necessary for this position.

- Mature and consistent Christian faith with active involvement in a Christian church, with sound Biblical teaching (as evidence of commitment to Christian ministry and service);
- A full agreement with Crusaders’ ‘Statement of Belief’;
• Interest and experience in working with students from school years K - 12;
• A commitment to and belief in the value of camping for providing a positive environment for evangelism;
• Experience in preparing and presenting Christian talks and studies;
• Experience in facilitating small group discussions;
• Good outdoor and/or sporting skills, which, ideally, would include competency in activities such as sailing, canoeing, rock climbing, abseiling, high ropes, low ropes, bushwalking, initiative games, wide games, etc.;
• A desire to work closely with school staff in implementing programs;
• Ability to work independently and within a team;
• Ability to lead a team of up to 20 other leaders;
• A commitment to pastoring and developing a team of leaders towards the goal of delivering the gospel through relational, educational camping;
• Excellent verbal and written communication skills;
• Excellent personal presentation;
• A strong eye for detail, coupled with energy and commitment;
• Flexibility and willingness to do whatever tasks are required (within the bounds of their skills/abilities);
• Ability and willingness to work irregular hours as necessary;
• Appropriate health and fitness to carry out all duties in a safe and efficient manner;
• Friendly, approachable and polite demeanour;
• Exceptional organisational skills and efficiency, and the ability to prioritise;
• Good phone manner and customer focus;
• Computer literacy, particularly in ‘Word’ and ‘Powerpoint’;
• Ability to apply Christian faith and principles in all areas of work responsibilities;
• Strong Bible knowledge and a clear understanding of the Bible’s application to the day-to-day lives of the students.

6. DESIRABLE POSITION CRITERIA
These criteria are desirable, but not essential:
• Previous experience in a similar role within the education or hospitality/tourism industries;
• Qualifications in education, outdoor recreation, theology or hospitality management;
• A current driver’s license;
• 1st Aid training and/or Bronze Medallion.
7.  **PROHIBITIONS.**

Prohibited persons under applicable Child Protection legislation are ineligible for this position. Continuing to meet these requirements will be essential for continued employment. Prior to commencing employment, the successful applicant will be required to sign various documents to allow screening relating to Child Protection Legislation and protocols.

8.  **EMPLOYMENT CONDITIONS**

   a) **Location:** Primarily in the Summit office, Galston Gorge. Secondarily at Crusaders’ Galston and Lake Macquarie campsites, or other campsites.

   b) **Status:** Permanent, Full Time

   c) **Award Provisions:** This position is not considered to be covered by an award and has an attractive negotiated salary. Conditions are in accordance with the relevant legislation and with employment policies and procedures of the Crusader Union of Australia as issued from time to time.

   d) **Hours of work:** The normal office working hours are 38 hours per week averaged over a full year period, except for emergency situations where staff may need to work additional unplanned hours to deal with the particular situation. A typical shift would be 8.30am to 5pm with between thirty minutes and an hour available for lunch. Most senior Crusader employees will choose to take considerably less than one hour for lunch during peak activity periods. Flexibility is an important aspect of the position and it is essential that a person in a senior position always demonstrates a positive attitude to this. Given the ‘fully-programmed’ nature of Summit’s camps (that is, our staff run the program from before breakfast until bed time), it should be expected that work hours will extend to some nights of the week during camping season and, occasionally, weekends. Time in lieu of additional hours worked and work done on public holidays will be accrued according to Crusaders ‘Days in Lieu’ policy.

   e) **Personal leave and other entitlements:** All permanent Crusader employees are covered by WorkChoices legislation and Crusaders has in place personal/carer’s leave entitlements which exceed this legislation. 4 weeks annual leave is given per year and is calculated on a pro rata basis.

   f) **Term and notice:** As a permanent position, there is no set term, however we ask for a three year commitment. Two months notice of resignation is required in writing.

   g) **Remuneration:** It is envisaged that a full-time package of $34,000 to $42,000 will be offered, depending on qualifications and experience. The package includes superannuation. As this position will require a considerable amount of business travel, either a fully maintained motor vehicle will be provided (at a cost to the employee of $3,300 per annum to allow for personal use) or a motor vehicle allowance of $7,200 (before tax) will be provided to cover the use of the employee’s car on company business. As a ‘Religious Practitioner’, you may be able to take up to 45% of your package as a tax exempt Ministry Expense Account. Accommodation and board would be provided while on camps. Summit staff are not charged tuition or training fees for training given during their tenure. Costs involved in approved training courses and approved out-of-pocket expenses will be reimbursed.
9. MORE INFORMATION

Additional information about Summit can be obtained on the Crusaders website - [www.crusaders.edu.au](http://www.crusaders.edu.au).

Alternatively, contact Nathan on (02) 9653 1676, or email nathanm@crusaders.edu.au.

Application:

Application forms can be found on the Crusaders website, or can be requested via telephone or email. Send applications, along with a cover letter, to:

Nathan McElveney  
Director of Summit  
8 Crusader Rd  
Galston, NSW 2159