



**POSITION DESCRIPTION**

IAN HOLT MEMORIAL FELLOWSHIP

Summit Educational Camps

June, 2016



## IAN HOLT MEMORIAL FELLOWSHIP

### **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 encourages and supports 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 staff, particularly those 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.

The Fellowships were inaugurated in 1990 in the memory of the late Dr Ian Holt who played a key role in the development of Crusaders for almost six decades. He was Chairman of the Crusader Union Council from 1961 to 1978.

Fellows are given formal training in appropriate areas. This includes First Aid, Bronze Medallion and usually also involves certification in such activities as canoeing, sailing, orienteering, bushwalking, archery, abseiling and rock climbing. Theological and ministry training are also given, usually involving units of the Preliminary Theological Certificate (PTC) from Moore College, among other courses.

The Fellowship program is a vocational training program, which aims to equip participants with skills for ministry, while also providing opportunities for participants to work in the field of camping ministry. Upon successful completion of the first fellowship year participants will have received the training and experience in a range of ministry skills, as well as the nationally-recognised Certificate II in Outdoor Recreation. Fellows usually extend their Fellowships and upgrade this qualification to the Certificate III in Outdoor Recreation during the following year, as well as continuing their Bible and ministry training.

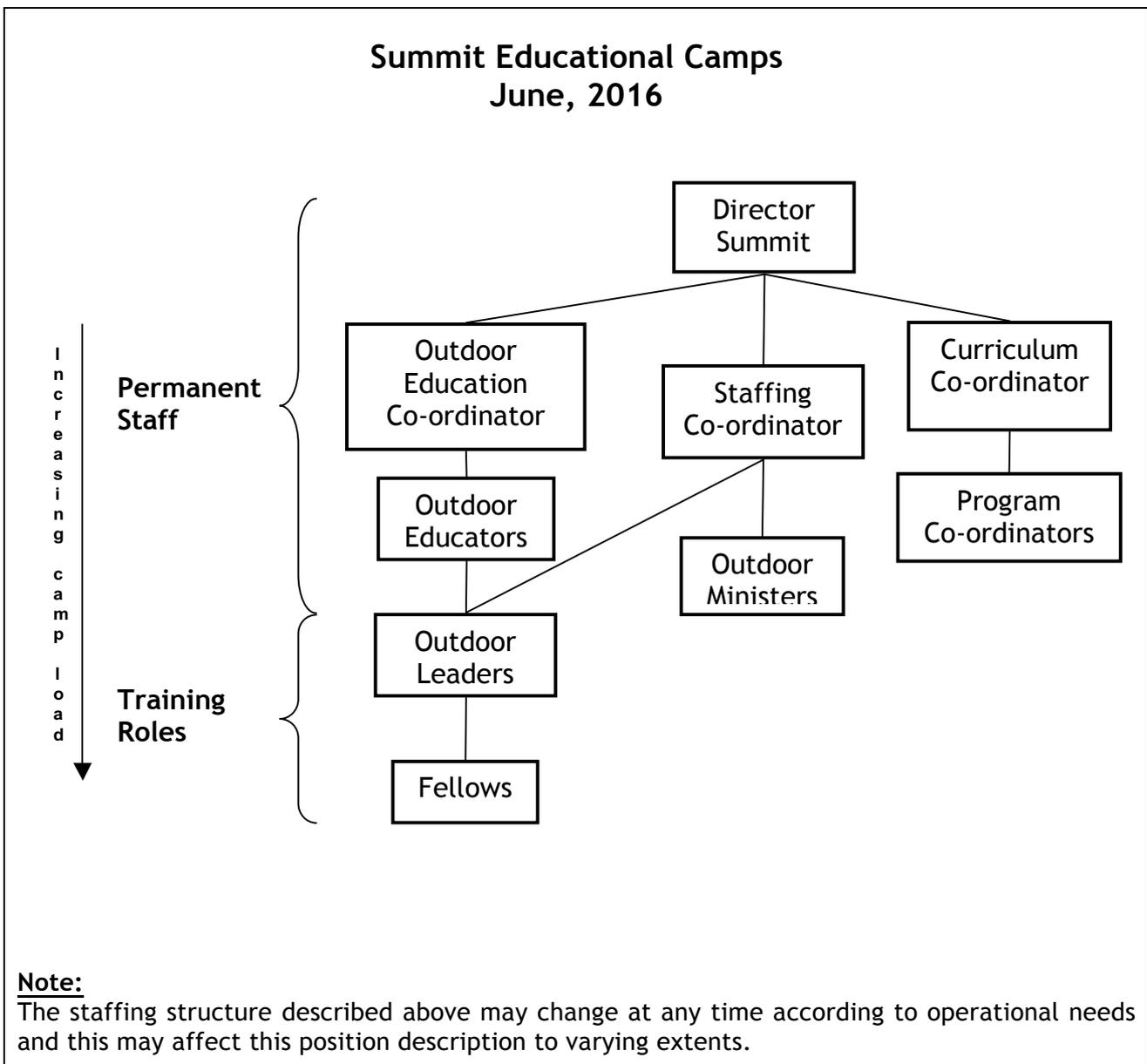


Outstanding Fellows may be offered a third year, with increased responsibilities in the training and supervision of new fellows. Training is tailored to suit the individual, but is based around further ministry skill development, as well as the Certificate IV in Outdoor Recreation.

Summit's permanent staff (that is, the Summit Director, Curriculum Co-ordinator, Outdoor Educators, Program Co-ordinators, Staffing Co-ordinator and Outdoor Minister) are responsible for the training and development of the Fellows, as well as the booking and planning of Summit camps, and the continuing of provision of high quality camp programs.

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 Mac Outdoor Recreation Centre at Lake Macquarie, near Newcastle; the majority of Summit's camping work is carried out at these two campsites.

**3. ORGANISATIONAL STRUCTURE:**





#### 4. POSITION DESCRIPTION:

a) Reports to: Director of Summit, via Senior Summit.

b) Positions reporting to Fellows: None.

c) General Summit Team Accountabilities:

Whilst the Summit Director has overall responsibility, the Summit Team works collectively to ensure the efficient operation of Summit's camping program, recognising the diverse skills needed in running an educationally excellent 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 on 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 Summit Team to take responsibility for areas outside their normal area of operation. (For instance, a Fellow may be assigned a week-long administration task, even though the bulk of Summit's administration is handled by the Program Co-ordinators.)

d) Specific Fellows Accountabilities:

The Fellows are primarily involved in assisting the running of camping 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:

- Being a leader on Summit camps;
- Undergoing training in ministry, as well as training in Outdoor Recreation at a Certificate II level in the first year, and Certificate III level in the second year;
- Site duties at the Galston or Lake Macquarie campsites;
- Participating in team meetings and activities to support and enhance Summit.

As well as the above, a significant portion of the Fellow's time will be engaged in being involved in other aspects of Crusaders' ministry. This will involve:

- Being a leader, director or speaker on 1-3 Holiday Camps;
- Assisting other divisions with one-off projects;
- Other tasks which will take up varying amounts of the Fellow's time, such as writing and attending staff Bible studies and prayer times, attending Summit meetings, and the production of reports.

Due to the nature of camping, the Fellow should be prepared to work outside of regular office hours as a common occurrence. 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 Fellow:

- 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 other staff in their Spiritual growth.



e) Typical Duties

These include but are not limited to:

- Attending approximately 35 Summit camps during the year;
- Undergoing approximately 750 hours per annum in outdoor recreation training (both through formal training blocks and practical experience);
- Undergoing approximately 200 hrs per annum in ministry and additional training in training blocks throughout the year;
- Taking shared responsibility for development and maintenance of resources;
- Participating in (and also preparing some) staff Bible studies and devotions;
- Participation in Summit team and other staff meetings;
- Being a part of the leadership team 1-3 Holiday Camps per year;
- Working approximately 20-30 days per year (including occasional days on weekends) at the Galston or Lake Macquarie campsites, assisting in the running and maintenance of the sites, and running activities for guest groups staying on site;
- 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:

- A 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';
- An 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;
- Ability to work independently and within a team;
- The ability to clearly communicate with both children and adults;
- Flexibility and a 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;
- A friendly, approachable and polite demeanour;
- An ability to apply Christian faith and principles in all areas of work responsibilities;
- A 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, outdoor recreation or hospitality/tourism industries;
- Qualifications in education, outdoor recreation, hospitality management or theology;
- Experience in preparing and presenting Christian talks and studies;
- A current driver's license;
- 1<sup>st</sup> 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 at Crusaders' Galston and Lake Macquarie campsites, or other campsites. Secondarily in the Summit office, Galston Gorge.
- b) Status: Fixed-term contract. Full-time.
- c) Award Provisions: This position is not considered to be covered by an award and has a negotiated training allowance. 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: Days of work are allocated via a roster. The normal training and working hours total 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 9am to 5pm with thirty minutes available for lunch. 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 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 relevant legislation and Crusaders has in place personal/carer's leave entitlements which meet or exceed this legislation. 4 weeks annual leave is given per year and is calculated on a pro rata basis.
- f) Term and notice: 1 yr, 11 months. Two months' notice of resignation is required.
- g) Remuneration: The salary package is based on the proportion of non-training work hours (as opposed to training hours), and is comparable to similar ministry roles and cadetships. For 2016, the annual package is approximately \$24,000, including salary, superannuation, training, food and accommodation. The salary and superannuation component of this is \$19,000 during the first year, and is paid in fortnightly instalments. In the second year, this amount increases to \$19,500, with an additional \$500 bonus given to those graduating after



2 years with the successful completion of a Certificate III in Outdoor Recreation. As a 'Religious Practitioner' you may be able to take up to 45% of your salary package as a tax exempt Ministry Expense Account. Food and accommodation is provided while on camps, and Summit staff are not charged tuition or training fees for training given during their tenure. The total value of these non-reportable fringe benefits is approximately \$5,000. Additional costs involved in approved training courses and approved out-of-pocket expenses are reimbursed. In some cases, Centrelink assistance and a concession card may be obtained, so long as the Fellowship continues.

## 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 Lisa on (02) 9653 1676, or email [lisam@crusaders.edu.au](mailto:lisam@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:

Lisa Mason  
Staffing Coordinator  
8 Crusader Rd  
Galston, NSW 2159