



# Camps & Cultural Immersion Coordinator

<b>Title</b>	Camps & Cultural Immersion Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 3
<b>Time Release</b>	10 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Report</b>	Vice Principal Staff & Operations
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Operations Team

## Purpose of the Position

The Camps & Cultural Immersion Coordinator is responsible to the Vice Principal Staff & Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures. The purpose of the Camps & Cultural Immersion Coordinator is to provide strategic leadership and oversight of the College's Camps Program and Cultural Immersion and Exchange opportunities. The role is responsible for the planning, coordination and implementation of a comprehensive and high-quality program that supports student development, maximises participation, and reflects the ethos of the College.

The Camps & Cultural Immersion Coordinator will maintain a strong focus on the consistency, safety and compliance of all programs, including oversight of all relevant policies, procedures and documentation. The role requires a detailed and working knowledge of system requirements, including risk management, international travel considerations and exchange protocols, ensuring all programs are delivered to a high standard. Working closely with the Vice Principal Staff & Operations, the Coordinator will take a proactive approach to the continuous improvement and promotion of Camps and Cultural Immersion opportunities, with a clear focus on enhancing student experience and ensuring the effective delivery of all associated logistical and operational requirements.

As a member of the College staff, the Camps & Cultural Immersion Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Camps & Cultural Immersion Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

## Key Contacts

- Deputy Principal Student Wellbeing
- Deputy Principal Catholic Identity & Mission
- Director of Student Programs
- College Events Coordinator



## Key Roles and Responsibilities

In collaboration with the Vice Principal Staff & Operations, the Camps & Cultural Immersion Coordinator will:

- provide strategic oversight of the planning, coordination and implementation of the College Camps Program and all Cultural Immersion and Exchange opportunities, ensuring alignment with College priorities and ethos
- lead the development, review and continuous improvement of a comprehensive Camps and Cultural Immersion program that maximises student participation and enhances student learning and experience
- oversee all logistical planning and operational requirements for camps and international programs, including itineraries, travel, accommodation, visas and liaison with external providers and agencies
- develop and maintain all relevant policies, procedures and guidelines relating to camps and cultural immersion, ensuring compliance with College, system and regulatory requirements
- ensure all programs meet rigorous safety and risk management standards, including oversight of risk assessments and the consistent application of duty of care practices
- oversee the planning and approval processes for all camps and cultural immersion activities through relevant College systems, ensuring accuracy, consistency and timely submission of documentation
- coordinate and oversee staff and student selection processes for camps and cultural immersion programs, ensuring transparent and consistent procedures are applied
- prepare and oversee all communication and documentation for staff, students and parents, including pre-departure briefings, information sessions and post-program debriefs
- build and maintain strong relationships with partner schools, host organisations and providers to support the delivery of high-quality cultural immersion and exchange opportunities
- oversee homestay arrangements and ensure all associated processes meet internal and external policy requirements
- monitor and manage program budgets, including oversight of expenditure and financial planning in consultation with the Vice Principal Staff & Operations
- support and build the capacity of staff in their roles as camp and tour leaders, providing guidance, resources and ongoing support
- collaborate effectively as part of the College Operations Team to ensure the efficient delivery of programs and minimise disruption to core teaching and learning
- maintain accurate records and ensure all program data and documentation is stored in accordance with College requirements and relevant agreements
- collect and analyse feedback from students, staff and stakeholders to inform ongoing improvement of all camps and cultural immersion experiences
- undertake other duties as directed by the Principal and/or Vice Principal Staff & Operations.

## General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)



## Experience, Knowledge and Skills

- demonstrated experience in leading and managing whole-school camps programs and cultural immersion and exchange initiatives within a secondary school setting
- highly developed understanding of compliance, risk management and duty of care requirements specific to camps, domestic and international travel, and student immersion experiences
- proven capacity to lead and develop staff in their roles as camp and tour leaders, building consistency, accountability and confidence across all programs
- highly developed organisational and project management skills, with the ability to oversee complex camp and international programs, manage competing priorities and deliver within strict timelines
- strong working knowledge of operational and compliance systems, including EMS360 and consent platforms, with the capacity to lead staff in their effective and consistent use
- demonstrated ability to design, implement and refine systems and processes that strengthen the planning, approval and delivery of camps and cultural immersion programs
- highly effective communication and interpersonal skills, with the ability to engage and collaborate with senior leaders, staff, students, families, partner schools and external providers
- strong analytical and evaluative skills, with the ability to monitor participation, assess program impact and drive continuous improvement across camps and immersion experiences
- demonstrated ability to align camps and cultural immersion opportunities with educational priorities, enhancing student engagement, wellbeing and the broader College experience
- capacity to exercise sound judgement, manage complex and sensitive situations, and maintain confidentiality and professionalism in all aspects of the role.

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

## Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly
2. Demonstrated capacity to lead and manage a comprehensive camps and cultural immersion



program, including the planning, coordination and delivery of complex domestic and international experiences aligned to College priorities

3. Highly developed understanding of compliance, risk management and duty of care requirements associated with camps and student travel, with the ability to ensure consistent and accurate use of College systems and processes
4. Proven ability to build staff capability and lead effective collaboration with internal and external stakeholders, alongside strong organisational and communication skills to deliver high-quality programs and drive continuous improvement
5. Highly effective organisational, communication and interpersonal skills, with the ability to manage complex programs, collaborate with senior leaders and drive continuous improvement across student programs
6. Proven success as an exemplary teacher

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.