

ADVERT FOR SEEK, JOBSEEKERS, PATHWAYS.

PROGRAM AND ACTIVITIES CO-ORDINATOR
Leading Youth Leadership and Community Development Organisation.

We are a community based organisation, and through our many programs and activities we provide unique opportunities for individuals from different backgrounds to develop their leadership and personal skills. All our programs and activities are run by volunteers and supported by a small team of paid staff.

This is an exciting new full time position which has arisen because we are seeking to engage with a wider community, in our programs we want to continue to innovate and we need to meet the increasing duty of care requirements.

This is a senior role reporting to the CEO and you will be supported by a full time Program and Activities Support Officer. You will work closely with the various volunteer leadership teams.

To fulfil this exciting new role you will review and monitor all our current programs and activities to ensure they meet best practice requirements. You will identify, bring leadership to and assist with the development of new programs and activities. As the life blood of our organisation you will encourage, place, train and supervise our volunteers.

To be effective you will need to be very organised, strategic, creative and able to manage a wide variety of multiple complex tasks. You will bring your own personal style which will enable you to engage with a wide variety of stakeholders. You will be able to “think out of the box” in overseeing and developing new programs and activities within a community setting.

Professionally you will be an educator with a background in teaching, corporate, outdoor education, training and/or community development.

You will be based at Albert Park, ready to start as soon as possible and keen to be part of a small but dynamic team. You will need to be flexible with your hours and periodically you will need to travel to our facility at Somers.

A competitive salary is offered together with superannuation and salary packaging.

Apply directly now by emailing careerslordsomers@gmail.com

A full Position Description can be found at www.lordsomerscamp.org.au

For further details contact Jonathan Chapman on 03 9510 7066

ADVERT FOR THE AGE

Saturday 17th July & 24th July

Section mycareer.com.au (tel 13 22 43)

Lord Somers Camp and Power House

Program & Activities Co-ordinator

We are a community development organisation with a focus on developing the personal and leadership skills of young people. All programs and activities are led by volunteers and supported by a small paid staff team.

This is a new full time position and we are seeking an experienced professional to oversee and develop our programs and activities and volunteers. You will report to the CEO and will work with staff and volunteers. You will need to be able to “think out of the box” and demonstrate experience in the youth/community development sector.

For a full position description go to www.lordsomerscamp.org.au.

Word Count 108.

NOTICE FOR E.JOURNAL

Over the next few weeks, we are seeking to fill the following remaining paid staff positions in the office:

- Program and Activities Co-ordinator.
- Finance Officer.
- Office Administrator/Secretary.

The Program and Activities Co-ordinator is the senior position we have been referring to for a while. We have now secured new funding which will cover 50% of this position. The interview panel will comprise Kerry Daly, Jane Harrison and Jonathan Chapman.

The Finance Officer is a newly created position. The interview panel for this position will be Rick Sykes and Jonathan Chapman.

The Office Administrator/Secretary position has evolved from the previous Personal Assistant role in the office. The interview panel for this position will be Kerry Daly and Jonathan Chapman.

We will be placing advertisements on Seek, JobSeekers, Pathways Australia and the Age. If you are interested, or if you know someone who might be interested, please apply.

These are all important roles and we are seeking the best person for the job. Positions Descriptions can be found on our website at www.lordsomerscamp.org.au.

If you have any questions, please call Jonathan in the office.