



Position Description - Program Coordinator (Peninsula Camps)

Role Purpose

The Program Coordinator plays a vital hands-on delivery and operations role within one of our core adventure streams - Peninsula Camps. Reporting directly to the Director of Adventure, this role is 70% Program Facilitation and 30% Program Coordination.

The Coordinator ensures that daily activities run smoothly and safely, following the strategic plans, schedules, and budgets set by the Director of Adventure. This includes leading outdoor sessions, coordinating daily logistics, supporting staff on the ground, and ensuring high-quality experiences for all participants.

Key Responsibilities

Program Facilitation (70%)

- Act as lead facilitator for a range of outdoor activities (e.g., Snorkelling, Canoeing/Kayaking & High Ropes) ensuring safe, engaging delivery.
- Adapt activities to meet group needs, weather conditions, and site-specific factors.
- Ensure all sessions meet best practice standards and comply with all safety guidelines.
- Provide real-time coaching and support to other casual facilitators during sessions.
- Build strong rapport with participants and deliver outstanding client service.

Program Coordination (30%)

- Implement daily programs, and schedules developed by the Director of Adventure.
- Create staff rosters to ensure all required qualifications are covered for activities being delivered and that instructor-to-participant ratios meet adventure activity guidelines.
- Coordinate delivery of logistics: vehicle movements, towing trailers, and driving buses.
- Prepare, pack, and maintain equipment for each program.
- Manage daily communication with program staff, ensuring clear briefings, debriefings, and updates.
- Report any operational issues or service gaps to the Director of Adventure promptly.

Key Selection Criteria

Qualifications & Experience

- Qualifications in Outdoor Education/ Leadership, or related field.
- 3–5 years' successful experience coordinating and delivering outdoor programs.
- Relevant peak body qualifications (Snorkel Guide, High/Low Ropes, Canoe & Community Surf).
- Experience guiding aquatic-based activities (Canoe/Kayak, High/Low Ropes & Snorkelling).
- Minimum Provide First Aid Certificate.
- Relevant driver's licence and ability to tow trailers and drive buses (or willingness to obtain endorsements).

Skills & Attributes

- Hands-on leadership and teamwork skills in outdoor program settings.
- Strong coordination and organisational skills with high attention to detail.
- Ability to follow established plans and schedules, taking initiative to adjust on the day as needed.
- Excellent verbal communication and client service orientation.
- Problem-solving skills for on-the-ground operational challenges.
- Commitment to safety, risk management, and compliance.
- Awareness of culture and diversity issues; fosters inclusion and fairness.

Other Requirements

- Working with Children's Check and National Police Check.
- Flexibility to work weekends, evenings, and overnight/journey programs.
- Travel within Victoria as required.
- Adherence to all organisational policies and procedures.
- Take part in the on-call rotating duty roster



Employment Details

- Position: Full-time, 12-month contract (with the intention to transition to a permanent role).
- Reports to: Director of Adventure
- Location: Mornington Peninsula-based, with travel to multiple sites and remote program locations
- Salary: \$60,000-\$65,000 + TIL + Super

Applications close 31 October 2025

To apply, email matt@peninsulaoutdoors.au with a cover letter and resume.