

Full Time Camp Captain

An exciting opportunity is now available to join our team as our Full-Time Camp Captain. What Ability is an NDIS registered disability service provider operating across four states in Australia.

We put FUN in disability support with a team of over 800 support workers nationally, and utilise professional and semi-professional athletes as our support workers.

This role is a full-time and permanent position. The successful candidate will be joining a passionate team, dedicated to helping people and creating unforgettable camp experiences for participants.

About this role

We're on the hunt for a Full-Time Camp Captain to help bring our QLD camps to life. Reporting to the State Camp Manager, you'll make sure every camp is organised, staffed, compliant, and - most importantly - packed with fun for our participants.

This role has a work rhythm a bit like FIFO, but way more fun. You'll complete camp prep for set periods before taking on the rewarding responsibility of leading participants and staff through all the camp action! In addition to your designated camp prep days, you will spend one day a week in the office on general camp admin before enjoying the rest of the week off. If you love a challenge, working in bursts of energy and intensity, and like the idea of extended downtime, this could be your dream job.

1. Camp Planning, Coordination, and Logistics

- Establishing camp set-up, rosters, and logistics, including organising inventory for Camp Boxes and Med Boxes.
- Organising pre-camp meetings with support workers, sending reminder communications, and ensuring relevant camp information is provided to all participants' parents/guardians and staff.
- Assisting State Camp Managers with outreach to new and existing participants, handling state-based enquiries, preparing camp quotes, and coordinating Seasonal Camp preparation (e.g., school holiday periods).
- Assisting and collaborating with Regional Managers to support participant teams.

2. Camp Delivery and Safety

- Facilitating day-to-day camp operations, providing guidance, coaching, and support to staff and participants, whilst supervising staff to maintain high standards of care and safety on camps.
- Participating in medication assistance, completing risk assessments, and implementing mitigation strategies as required.
- Ensuring compliance with participants' Support Plans, policies and procedures, NDIS requirements and National Child Safe Standards.

3. Post-Camp Review and Administration

- Overseeing camp bookings in Supportmate and keeping participant-specific requirements and documentation up to date.
- Assisting with the review and approval of camp progress notes, timesheets, medication charts, mandatory forms, incident reporting and close-out.
- Keeping task management tools (JIRA) up to date.

Hours breakdown *(subject to variation depending on state camp schedules)*

- Approximate camp commitments per year:
 - Equivalent of **10 x 5-day camps** (may be a mix of shorter camps depending on your state's camp needs)
 - Equivalent of **14 x 3-day camps**
 - **Total camps = 24** (or 68 camp nights total), (combined 5-day and 3-day camps as above)
- Camp prep office days:
 - Approximately **1.5 prep days per camp** (approx. 10-12 hours each)
 - Based on the total 24 camps listed above
- Administration office days:
 - Equivalent of **52 days per year** (1 day per week, 8-hour days)
 - Includes supporting additional duties such as audits, reporting, and other camp-related admin tasks

Your Qualities

- Experience in disability support with strong organisational and project management skills, and excellent communication and leadership abilities.
- Understanding of NDIS Practice Standards and National Child Safe Standards.
- Proficient in using support management systems such as Supportmate, or, if you're new to it, a willingness and ability to quickly learn.
- Reliable, honest, and authentic at all times.
- A confident leader who can guide and support peers effectively.
- A people person who builds strong relationships with staff, participants, and families.
- Comfortable managing reporting and compliance to ensure policies and procedures are maintained.

Please email your application (including resume and cover letter) to cam@whatability.com.au to express your interest in this role.