

Finlay Park Adventure Camp

Job Title: Operations Manager
Department: Management
Revision Date: June 2026

Position Overview

The purpose of this role is to manage the delivery of day to day experiences for Finlay Park Guests

Job Functions and responsibilities

Operational management

i. Responsibilities

1. Create group programs and manage staff rostering
2. Liaise with the lead instructor to ensure standards are met
3. Liaise with kitchen management to ensure food delivery is met
4. Liaise with housekeeping to ensure accommodation standards are met
5. Be available and able to deliver in any of the areas above
6. Grow and equip staff physically, mentally and spiritually

Activity instructor

i. Responsibilities

1. When needed instruct activities and ensure the well-being of all participants during those activities.
2. Carry out general checks and maintenance to activities

Camp host

ii. Responsibilities:

1. When needed liaison for visiting groups
2. See to the needs of visiting groups and guests
3. Provide health and safety briefings and training to groups and supervising adults
4. Manage group clean up

General maintenance

iii. Responsibilities:

1. When needed carry out general checks and maintenance to all infrastructure, machinery, equipment and plant

Grounds maintenance

iv. Responsibilities:

1. When needed carry out general checks and maintenance to grounds, gardens and other outdoor areas

Safety responsibilities

- Adhere to all safety management policies and procedures.
- Take such care as is reasonable and in accordance with sound professional practice.
- Take full responsibility for safety management, and take any action required to ensure the level of risk is kept at an appropriate level.
- Take all practicable steps to identify, assess and manage hazards.

- Halt an activity if increased risk has been identified (or combination of risks) that threaten the safety of any one person associated with the activity
- Report any unsafe work conditions, practices or equipment as soon as it is practicable.
- Report all incidents as soon as practicable after the event.
- Assist in the investigation and incidents with the objective of introducing measures to prevent recurrence.

Requirements (knowledge, skills, experience)

- Experience leading a team, specifically young adults in a high pressure outdoor environment
- Logistics Expert: Proficiency in Microsoft Excel and rostering tools; a knack for solving complex scheduling puzzles.
- Strong Communicator: Ability to adapt communication styles to engage anyone from an 8-year-old camper to a senior stakeholder.

Other desirable skills/abilities

- First Aid
- Willingness to learn new skills
- Physically fit and energetic

Hours

- 40 – 45 hours per week

Reports to

- Camp director

Financial Delegations

- To be confirmed

Staff Reports

- Nil

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Finlay Park Adventure Camp.