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## POSITION DESCRIPTION

Title: Program Manager  
Location: Wollangarra, Licola, West Gippsland, Victoria

### Program management

- The program manager is 2IC to Director
- Plan program logistics and content, alongside Director
- Co-ordinate programs at Stage 1, 2 and 3 levels, alongside Director
- Perform emergency response and management roles alongside, or in place of, Director
- Create a safe environment for young people, teachers and helpers
- Foster and reinforce Wollangarra philosophies including: self awareness, community participation and environmental awareness
- Identify, support and coordinate learning opportunities for young people
- Liaise with Parks Victoria in the creation of purposeful projects for Stage 2 and 3 programs, alongside the Director
- Lead programs as a hike leader in the field
- Meet schedules including for buses, check-in calls, other timelines
- Debrief programs with staff, and ensure issues arising are addressed, alongside, or in place of, Director

### Property Management

- You will be responsible for and oversee property management, alongside the Director
- Ensure high standards of safety for staff, young people, teachers and visitors
- Oversee staff work days when the Director is off the property
- Hold and manage key job areas relating to infrastructure critical to program and safety

### Staff Management

- **Liaise between staff and Director**
- Ensure staff adhere to safe work practices, alongside the Director
- Empower staff to be their best as an outdoor leader by actively involving them in planning, decision making, working through issues, team meetings, setting values and agreements within Wollangarra's philosophy
- Lead through example and foster a working environment of ownership and responsibility in their job areas and on program
- Ensure the staff community are regularly addressing conflict, such as living agreements and communication issues, in order to foster a positive living-working environment, alongside the Director

### Wollangarra Community

- Be an active and responsible member of the Wollangarra staff team by supporting and representing Wollangarra at community events, and fundraisers
- Maintain connections with locals and local businesses

### Administration

- Prepare and circulate a basic quarterly Program Manager Report for the Wollangarra Council
- Contribute to thank you letters and articles for the Wollangarra newsletter
- Have an understating of program administration to help support the Director, or for when the director is off the property

**Supporting the Director**

- Supporting the Directors vision, carrying that vision when the Director is off the property
- Maintain a working relationship with the Director