

## **Role Description**

### **Head of Traidhos Three-Generation Camp Program**

This role will be split between management responsibilities and activity facilitation during camps.

The Head of Camp reports to and works closely with the Head of Community

The Head of Camp Program position involves but is not limited to the following:

#### **1. Developing the Traidhos Camp Program in line with the vision.**

1. Take responsibility for the day to day running of the Program in a culturally sensitive manner
2. Implement, review and report on progress achieved on plans in the Camp Strategic Plan
3. Report to the Traidhos Board through quarterly reports as requested
4. Provide an Annual Report
5. Hold documented monthly staff meetings
6. Discuss with HoC of staffing levels that are needed to manage program effectively

#### **2. Leading and building capacity amongst the Staff team**

1. Communicate with, develop and maintain a positive, caring relationship with all staff
2. Mentor and support all coordinators, general facilitators and seasonal staff
3. Plan and implement new staff orientation and training sessions
4. Carry out six-monthly staff check-ins and annual appraisals (March, Sept)
5. Manage monthly check-ins during the Probationary Period for new staff
6. Encourage opportunities for Staff Development
7. Provide on-going staff training as is needed by the Program at intervals throughout the year
8. Create and implement camp staffing plans
9. Provide trouble shooting and support to staff

*Working in conjunction with the Head of Community:*

9. Recruit a diverse and well-qualified Staff and provide training and site orientation
10. Develop contracts and job descriptions
11. Provide on-going staff training as is needed by the Program at intervals throughout the year

#### **3. Programing and visioning**

1. Connect Camp Program activity to Global initiatives
2. Connect Camp Program activity to Thailand initiatives
3. Maintain and develop a strong customer base
4. Implement Strategic Planning and plan for regular program review

#### **4. Finance-working with the Office Manager**

1. Authorize money requests for all activities
2. Sign off on all single purchases less than THB10,000
3. Monitor monthly financial reports
4. Oversee management of petty cash and the recording of all expenditure
5. Authorize all trip contracts prior to being sent to customer schools

*Working in conjunction with the Head of Community:*

5. Prepare Annual budget
6. Prepare information for annual capital expenditure

## **6. Marketing Camp Program**

1. Oversee the updating and development of the Camp website
2. Oversee the updating and development of the Camp Social Media
3. Maintain direct communication with Agents
4. Develop new market groups
5. Coordinate a quarterly newsletter
6. Over see the orderly saving of photos and documents

## **7. Equipment / resources:**

*oversee*

1. Carry out annual stocktaking and reporting of Equipment Inventory
2. Maintenance, back up and security of office computers
3. Oversee a stock of popular souvenir items
4. Oversee the maintenance of buildings and areas used by Camp Program

## **8. Insurance:**

*oversee provision of*

1. Participant insurance
2. Aetna Medical Insurance
3. Thai Social Security

## **9. Documents**

**update and maintain**

1. Risk assessments
2. Operating Procedures
3. Site write ups
4. Activity write ups
5. Past programs info
6. past participant info

## **10. Camp planning and facilitation,**

Work as a Camp coordinator and facilitator especially during peak season.