

## **MITTAGUNDI OUTDOOR EDUCATION CENTRE DIRECTOR(S) 2011**

'The best personal and professional development experience for all involved.'

Mittagundi Outdoor Education Centre is an independent not for profit organisation established over twenty years ago to provide opportunities to young people from all walks of life to live and enjoy the challenges of a remote and simple lifestyle. Mittagundi is a semi self sufficient farm set up and run using pioneering principals. We run nine day courses throughout the year and in winter five, seven and ten day ski trips. 2011 is Mittagundi's 32nd year of operation.

In Spring, Summer and Autumn each group of boys or girls, aged between 14 to 18, will spend nine days in a beautiful part of Victoria's high country; bushwalking, camping, abseiling from nearby cliffs, rafting the Mitta Mitta River and helping to run the farm. In winter whole school bookings are taken for ski courses ranging from 5-10 days.

The atmosphere at Mittagundi is simple, honest and happy. There are no watches, no timetables and no money. Instead there is an opportunity for young people to live and work together in an environment where people matter more than anything else. During their time at Mittagundi the young people have an amazing experience, one that is not replicated by any other organization. We are unique in what we do, we are deliberately small, we deliberately receive no government funding, we are very successful and exceptionally proud of the good work we do with young people.

### **JOB DESCRIPTION**

The Directors role is immensely challenging and rewarding. It draws on a large range of skills from educating others about environmental sustainability, milking cows to running a small successful non-profit organization. As the Co-Director you are responsible for the day to day management of Mittagundi reporting to and supported by the Council.

It is envisaged that the successful applicant would be available to start work in June 2011.

### **RESPONSIBILITIES**

- ***foster the spirit that makes Mittagundi work so effectively***  
Based on community living and a respect for people and the environment.
- ***implement and build on the future strategic directions plan for Mittagundi***  
The future directions plan is facilitated by the Mittagundi Council, in consultation with the Mittagundi community and considering the particular skills of the Director(s) and staff.
- ***manage the operations of Mittagundi***

Requiring a knowledge of basic practical skills, an understanding of bush life and an ability to live a simple life style in a remote part of Victoria. Skills in outdoor activities such as bushwalking, basic farming and people management would be an advantage or the desire to learn.

· ***select, manage and work with the Mittagundi staff***

The effectiveness of Mittagundi is dependent on the contribution and cohesion of the staff. The Director will be required annually to select a staff of about four or five (the staff team must have at least two qualified Outdoor Education specialists). The position requires the ability to motivate and work with a small group of other people in often demanding times.

· ***find and work with the young people involved***

Mittagundi participants are drawn from widely varied backgrounds and are normally aged from 14 to 18. The Director(s) must have a love of working with young people and be willing to motivate their "best side" and to help them find out more about themselves, their society and environment. This requires careful guidance and considerable patience and tolerance.

· ***maintain and expand the Mittagundi "network"***

**Of schools, clubs, supporters, young people and the local community.**

· ***ensure effective administration***

Under the guidance of members of the council the Director manages staff, income, book keeping, cash management, invoicing and budgeting. Considerable assistance is provided in developing these skills, prior experience by no means mandatory but helpful.

· ***manage fund raising activities***

As an independent non profit organisation Mittagundi relies heavily on a donations and fund raising events to survive. It is the Directors responsibility to promote the program to the community and continue to generate a philanthropic stream of revenue.

**KEY QUALIFICATIONS and PERSONAL TRAITS**

- \*Experience working with young people, preferably in the outdoors
- \*Highly developed communication skills.
- \*Experience in leadership and management of a team
- \*Small business management skills and/or the willingness to learn.
- \*Exceptional 'people' skills
- \*Fund raising experience
- \*Highly motivated person/people
- \*Proud of your achievements and what you do
- \*Passionate about the Mittagundi lifestyle and philosophy

\*An awareness of safety issues and risk management strategies appropriate for the setting

\* willingness to learn.

\*Practical skills that may benefit Mittagundi, i.e. farming, mechanics, building, outdoor skills, cooking, small bus licence and Wilderness first aid certificate or willingness to learn.

## **REMUNERATION**

### **The Directors package includes:**

Food and Board

A Vehicle

Training, Courses and Professional Development

Salary (currently \$20,000 p/a plus super)

During your appointment as Director at Mittagundi, the property is considered to be your home, all lodgings, food, transport and personal needs are provided during and between programs.

Overall it is an extremely rewarding job for someone who is committed to helping young people. It is hard work. There is little structure to each day, and no real line between work and leisure.

### **SOME OTHER POINTS...**

- You will live in a small log cabin which has a general office attached to it.
- Most of your time will be devoted to Mittagundi oriented tasks, you will become the focus of Mittagundi for many people.
- Your staff will be your friends, housemates, employees, co-workers. You will need to be supportive as well as directive at times.

It helps

- to have a love of early mornings.
- to have a desire/passion to live a life in a simple honest way.
- have a strong personal belief in Mittagundi's philosophy.

You will also have many, many happy times and will gain experiences that will change your life

## **THE MITTAGUNDI COUNCIL**

The Directors are responsible to the Mittagundi Council reporting to the Council Chair Person. The Council consists of a group of about twelve people from various backgrounds

who formally administer Mittagundi and provide support to the Director and staff. Many people on the council have a large amount of experience at Mittagundi. In typical Mittagundi thinking the Directors have reasonable latitude to set the overall direction of Mittagundi in accordance with its guiding philosophies, the Mittagundi Strategic Plan and their own particular set of experiences.

### **FOR QUESTIONS OR MORE INFO...**

#### **Council Vice-Chair Person (Head of Director Recruitment)**

Suz Christison - [suzchristison@gmail.com](mailto:suzchristison@gmail.com)

or

#### **Business Manager**

Colleen Adams - 0467 678 818 - [info@mittagundi.org.au](mailto:info@mittagundi.org.au)

Website: [www.mittagundi.org.au](http://www.mittagundi.org.au)

### **PROMPT APPLICATIONS**

Written applications should be submitted as soon as possible to [suzchristison@gmail.com](mailto:suzchristison@gmail.com)

Applications will close by the 8th of May 2011.

Interviews will be scheduled with applicant shortly after application as been submitted.

Please include contact details for at least 3 Referees. Your application should address the key qualifications and personal traits as well as the other dynamics described in the job description. All applications will be treated in the strictest of confidence.