

PROPERTY ASSISTANT – Position Description

JOB TITLE:	Property Assistant
DIVISION:	Galston Gorge
JOB TYPE:	Permanent full time (part time option available)
LOCATION:	CRU Galston Gorge Camp & Conference Centre
REPORTS TO:	Property Manager
DIRECT REPORTS:	From time to time, trainees from other divisions assisting with duties.
KEY STAKEHOLDERS:	Site Director, Properties Team
REMUNERATION:	This will be a salaried role based on experience and within the guidelines of the Hospitality Industry (General) Award 2020
DATE PREPARED:	November 2023

POSITION SUMMARY

Working as part of a team, the Property Assistant works to ensure the presentation of the site/centre and the readiness of the facilities and activities for our guests.

ABOUT THE ORGANISATION – CRU

⇒ [Mission Statement and Purpose:](#)

CRU is a Bible-based, interdenominational Christian youth organisation whose mission is to help the students of the independent schools of Australia to know and follow Jesus. We seek to expose students to the gospel, win them to Christ, disciple them in their faith and train them for a lifetime of service.

Similarly, we pray that each employee will grow in their relationship with God and will develop new skills and abilities to serve Him. Our staff look to work together as a team to build each other up, not just to be productive workers, but to be people who will grow in their love and knowledge of God.

Theme verse: 'We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done.' Psalm 78:4b We work towards this purpose using three core ministry strategies:

- CRU Holiday Camps - residential and day camps for school students during school holidays on both the east coast and in Perth;
- CRU Educational Camps - fully programmed camps for school year groups during term times; and
- Schools Ministry - encouraging and supporting Christian groups and speaking in school chapels and assemblies on both the east coast and Perth.

This ministry is underpinned by administrative support, and by the operation of two Camp and Conference Centres at Galston and Lake Macquarie, where students and campers can enjoy a fantastic camp experience while at the same time grow in their faith.

⇒ **The Sites – CRU Galston Gorge and CRU Lake Mac**

CRU owns two campsites:

- CRU Galston Gorge is set in a picturesque bushland, just 45min from Sydney's CBD.
- CRU Lake Mac is located on the Morisset peninsula and is set on 45 hectares with lake frontage.

Both campsites are dedicated to CRU's mission and as such, are used to run school and holiday camps where children and youth are challenged with the gospel and encouraged to grow in their faith. In addition, when not being used by CRU camps, the sites are hired to guest groups as a way of generating funds to enable our Schools Ministry division to work with teachers and students attending CRU Groups or lunchtime groups at schools.

KEY DUTIES AND RESPONSIBILITIES but not limited to

- Ground's keeping duties, including lawn mowing and gardening.
- Repairs and maintenance tasks such as painting and decorating, basic carpentry & plumbing.
- Maintenance and preparation of camp facilities and activities to ensure that the campsite is well presented, usable and safe.
- Supporting other areas of operation as required.

ESSENTIAL POSITION CRITERIA

The following criteria are considered necessary for this position:

- Mature Christian faith and active involvement in a Christian church. This will be demonstrated by evidence of commitment to Christian Ministry and Service.
- Full agreement with CRU's 'Basis of Belief' and its practical out-workings.
- Competent skills and experience in maintaining buildings, grounds, and activity areas.
- Ability to work in both a team and independently.
- Hold a current drivers licence.
- Be able to communicate effectively with clients, colleagues and supervisors.
- A commitment to seeking excellence in all tasks.
- Possess a positive attitude, an enthusiastic work ethic with a desire to serve others.
- The ability to 'see' the site from a guest perspective.
- A friendly and approachable demeanour with excellent personal presentation.
- Appropriate health and fitness to carry out all duties in a safe and efficient manner.

DESIRABLE POSITION CRITERIA

- Have good and flexible availability.
- Trade qualifications and experience in a relevant area would be highly regarded but not essential.
- Current first aid certificate.

PROHIBITIONS

Prohibited persons under applicable Child Protection legislation are ineligible for this position. Continuing to meet these requirements will be essential for continued employment. Prior to commencing employment, the successful applicant will be required to sign various documents to allow screening relating to Child Protection Legislation and protocols. For further information on this, please visit <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

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