



TREE TOPS LODGE CAIRNS

POSITION TITLE: Management Team Members (typically husband and wife team).

POSITION TYPE: Full-time volunteer on a rotating two-week roster that includes every second weekend and being on-call overnight. (As these are unsalaried, volunteer positions, successful applicants are required to raise their own personal financial support.)

POSITION TERM: Two years minimum, including a six-month probation period, with the preference for commitment to four years or more.

LOCATION: Tree Tops Lodge Cairns, 7 Tanner Cres, Stratford QLD
(www.treetopslodgecairns.org.au)

DIRECT REPORTS: Team Leader to the TTLC Joint Venture Board; Team Member to the Team Leader.

TTLC MISSION STATEMENT: Tree Tops Lodge Cairns is dedicated to glorifying God by providing accommodation facilities with a Christian atmosphere for missionaries and those interested in supporting missions.

PURPOSE: to contribute as part of the four-member volunteer Management Team, under the supervision of the Team Leader, to operate Tree Tops Lodge Cairns in accordance with the Mission Statement, ensuring that it remains viable and is run in accordance with the objectives and guidelines established by the TTLC JV Board.

The successful management of TTLC requires a team effort. Therefore, team performance takes precedence over individual performance. Each team member is responsible to fulfil their individual responsibilities and to care for the well-being of other team members, other staff and guests.

For more information or to discuss these roles, email Olivia directly:
<mailto:om Monk@maf.org.nz>

MAIN DUTIES/RESPONSIBILITIES:

Team Leader:

- Effectively lead and coordinate the Management Team in carrying out its responsibilities
- In consultation with Team members, allocate specific tasks and responsibilities
- Ensure that as much as possible all members of the team are able to carry out essential functions
- Share in the duties and responsibilities of the team as listed below.

Team Member:

- Work with other members of the Management Team in a spirit of harmony and cooperation
- Carry out all office administration including reception and greeting guests
- Coordinate repairs and maintenance to buildings, equipment and vehicles





- Ensure the gardens and pool area are maintained to a high standard
- Coordinate and participate in the servicing and cleaning of rooms as required
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures.

SKILLS & EXPERIENCE

Qualifications:

- Accepted as a Volunteer Member of either Mission Aviation Fellowship or Wycliffe Bible Translators
- Either Australian or New Zealand citizen or permanent resident
- First aid certificate (desirable, but not essential)
- Current drivers licence

Experience:

- Team Leader must have had leadership experience
- At least two Team Members must have had management experience
- Working in a team environment
- Experience in the hospitality industry (highly desirable)

Attributes & Skills: (Those not marked with an asterisk are required of all Team Members)

- A strong Christian faith
- Ability to work in a team or alone, as needed
- A servant heart and desire to volunteer in the hospitality industry
- Good interpersonal skills
- Good overall health and fitness, with the ability to undertake physically strenuous tasks
- Excellent financial management skills, leadership and organisational skills
- Able to supervise others
- *Intermediate to advanced computer skills with the ability to learn new programs (e.g. MYOB and roomMaster)
- *Office skills with excellent accuracy and attention to detail
- *General maintenance and gardening skills

PERFORMANCE GOALS:

- Contribute positively to the Management team by:
 - completing assigned tasks on time;
 - communicating well with other team members;
 - looking out for the needs of other team members
- Provide a welcoming and comfortable environment for guests
- Interactions with others to be consistently professional and courteous
- Ensure the TTLC facilities are clean, well-maintained and presentable at all times
- Keep true and accurate records and accounts
- Manage the bookings and services of TTLC with a high level of proficiency

