



Scouts Australia
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Bookings Officer

- **Work with a dedicated team of fellow Rovers**
- **Join the committee committed to creating a unique camping experience**
- **Gain organisational and administrative experience in a business environment**

Mafeking Rover Park is owned and operated by Victorian Rovers for Victorian Rovers. Purchased in 1992 The Park offers a diverse landscape of open land, scrub and bush providing a variety of camping opportunities and areas to explore for all members of Scouting and the wider community. Mafeking is the home of Rover Motorsport in Victoria and the host location for the upcoming 2016 Australian Rover Moot 'The Moot'

The opportunity:

The Committee seeks a Rover to join the committee to fulfil the role of Bookings Officer, this role is open to all Rovers currently registered within Victoria who have an interest in fulfilling the role. The Bookings Officer is responsible for managing hire enquiries for the Park, controls the Park calendar and is responsible for invoicing all hirers.

What's in it for you?

With a growing hirer base from both Scouting and the wider community, the number of bookings at Mafeking is currently increasing. These bookings can range from small crew or troop camps through to Region and State events of several hundred attendees as well as weddings and other community events.

Working with one of the Park's project managers this role will allow you to implement and streamline a new bookings process using an online management tool. This role also allows you to engage with a wide range of people, as you are the face of Mafeking to our hirers.

What skills do you need?

This role is perfect for a people person – someone who can engage with people **from** a wide range of backgrounds to assist them with their enquiries. Organisation is also key, as this role involves coordinating bookings and arranging invoices for the Park. Availability by phone during business hours would be advantageous, but not required.

This role will be reporting to the Vice Chairman (Administration) and will be expected to prepare a report on a monthly basis in regards to completed and upcoming bookings.