



Position Description: Maintenance Coordinator



About Us

Go Adventure Nagambie embraces everything the beautiful Nagambie Lakes and Goulburn River region has to offer. Our mission is simple and powerful: “Creating fun for everyone.”

We’ve been locally owned and operated for over 30 years, offering water-based adventures from our base at the Nagambie Lakes Regatta Centre. As we enter an exciting phase of growth, we’re looking for a passionate, detail-oriented coordinator to help us deliver unforgettable guest experiences and support our expanding operations.



Our Values

We live by seven guiding values that shape every experience we create:

- **SAFETY** – We prioritise safety in every action, for every person and every experience
- **CUSTOMER** – Our customers are at the core of everything we do; we create unforgettable experiences that spark lasting memories and glowing reviews
- **INCLUSIVITY** – We celebrate diversity and design with accessibility, respect, and belonging in mind
- **SUSTAINABILITY** – We protect and celebrate nature through every choice we make, from operations to education
- **PRIDE** – We take pride in every detail—from our experiences to our presentation
- **COMPLIANCE** – We operate with integrity, diligence, and uphold the highest standards in compliance and operational care
- **FUN** – We bring fun to every moment—for our team, and for our guests



The Opportunity

As **Maintenance Coordinator**, you’ll be responsible for the upkeep, safety, and readiness of all hire equipment and site facilities. You’ll work closely with the Adventure Lead and business owner to ensure every vessel, vehicle, and tool is fit for purpose—supporting seamless guest experiences and operational excellence.



Role Details

Type: Part-Time or Casual (flexible based on candidate)

Location: Nagambie Lakes Regatta Centre, 66 Loddings Lane, Nagambie

Remuneration:

- Above award wage + applicable super
- Discounted adventure services for family and friends
- Potential short-term incentive bonus
- Salary commensurate with experience and capabilities



Required Qualifications

- ☒ First Aid Certificate

-  Working with Children Check
-  Marine Licence (desirable)
-  Mechanical or trade experience (highly regarded)



Ideal Candidate Experiences

We're looking for someone who's practical, proactive, and takes pride in keeping things running smoothly. The ideal Maintenance Coordinator will have experience in:



Equipment Maintenance & Repairs

Hands-on experience with small engines, trailers, boats, or outdoor gear



Safety & Compliance

Familiarity with risk assessments, safety checks, and incident reporting



Site & Equipment Presentation

Maintaining clean, guest-ready equipment and facilities with attention to detail



Inventory & Scheduling

Coordinating maintenance schedules, stock levels, and repair logs



Sustainable Operations

Supporting eco-friendly practices like waste reduction, water conservation, and low-impact maintenance



Team Collaboration

Working alongside customer experience and adventure teams to support daily operations



Key Responsibilities

- Conduct daily safety checks and maintenance of all hire equipment Ensure vessels, vehicles, and gear are clean, functional, and guest-ready
- Maintain tools, trailers, and site infrastructure to a high standard
- Record and report faults, repairs, and maintenance schedules
- Support the Adventure Lead with equipment handovers and operational readiness
- Assist with seasonal setup and pack-down of equipment and signage
- Monitor fuel, cleaning supplies, and spare parts inventory
- Collaborate with the business owner to improve safety, sustainability, and operational efficiency
- Respond to urgent maintenance needs during peak periods or special events



Seasonal Flexibility

This role requires availability across weekends, school holidays, selected public holidays, and weekdays—aligned with customer demand and seasonal operations.



Apply Now

If you're ready to create joy for every guest, support a thriving local business, and grow with a values-driven team, we'd love to hear from you.

Send your cover letter and resume to:



admin@goadventuremagambie.com.au



www.goadventuremagambie.com.au