



Position: Activity Manager (Residential)
Camp: Various locations
Pay: From £475 per week
Reports to: Camp Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ You should be willing to share accommodation with other staff members.
- ✓ The application process for this position may require a second interview stage.

Responsibilities *(for further details see 'Management Responsibilities')*

Training

- ✓ Ensure staff are trained and confident in all the areas under your responsibilities.

Manage / Communicate

- ✓ Manage key members of staff and explore with colleagues areas to improve and develop.

Paperwork

- ✓ Review Accident Reports and take charge of Daily & High Risk Assessments.

Sunday Activities

- ✓ Organise the children, on-site staff and appropriate activities for the changeover period.

Activity Folders on Computer

- ✓ Ensure files are up-to-date and returned to the Head Office.

Activity (day and evening) Session Advisor

- ✓ Organise a varied and exciting timetable, cater for campers' needs, assist staff in delivering quality sessions.

Activity Clothing

- ✓ Ensure staff and campers are dressed appropriately for activities.

Equipment/Container/Activity Rooms

- ✓ Ensure all equipment is used correctly, in good condition, stored carefully and replaced if needed.

Talent Show

- ✓ Organise presenters and acts to enable a fantastic and entertaining evening.

Pictures & Short Video Clips

- ✓ Take pictures and short video clips of activities on camp for parents and marketing.

Leader in Training (LIT)

- ✓ Implement and deliver an engaging programme for the LITs.

Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

Essential

Proven Experience

- ✓ Supervisory / managerial experience
- ✓ Experience working with children / young people
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

Leadership Skills

- ✓ Communicator, organiser, decision maker, motivator and record keeper

Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible

Desirable

- ✓ First Aid certificate
- ✓ Safeguarding certificate
- ✓ Any specialist qualifications/interests (e.g. drama, art, sport etc.)



Reviewed January 2020