



Position: Equipment
Camp: Mini Minors & XUK Day
Location: Brookland School, Hampstead Garden Suburb, NW11
Reports to: Directors & Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care
- ✓ This role is in addition to your main role on camp
- ✓ Organise equipment on site, so it is unpacked & ready, accessible, safe and packed up post camp

Responsibilities

Events

- ✓ At start of camp, responsible for unpacking containers
 - Take to correct places and manage staff helping you
- ✓ Understanding the approx. make up & quantities of what equipment we have so is shared fairly among each age group
 - Eg: loads of paints (don't need any more)
 - Eg. 'X' amount of tuff trays which need to be shared fairly
- ✓ Keep store room tidy & safe and feed back to staff & Manager on progress
- ✓ Accept requests for adhoc new equipment and discuss with Manager
- ✓ Continually look round camp for equipment being misused or not used – deal with it
- ✓ As camp nears an end, start shrinking the store room and have equipment returned
- ✓ Take pride in packing the shed so equipment is easily found and safe whilst in storage
- ✓ Insist on return of wish lists for future camp so we can improve our provision for staff & children
- ✓ Ensure at end of camp no equipment of ours is anywhere and all locked away

Essential

Skills

- ✓ Communicator, organiser, decision maker, team player, understand children

Qualities

- ✓ Practical, decisive, flexible, finisher, organised, strong



Reviewed November 2023