



**Position:** Activity Manager  
**Camp:** Residential Camps, Dauntsey's School, SN10 4HE  
**Pay:** See separate list  
**Reports to:** Camp Manager

## Overview

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- ✓ 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.
- ✓ This role may be shared depending on the size of the camp.

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

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### Training

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

### Manage / Communicate

- ✓ Manage 'Heads of departments' and explore with colleagues areas to improve and develop.

### Paperwork

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

### Sunday Activities

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

### Activity Folders on Computer

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

### Activity (day and evening) Session Advisor

- ✓ In conjunction with schedule Manager, 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

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### 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

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

