



Twin Vacation Courses

2nd Floor, 67 - 71 Lewisham High Street, London, SE13 5JX, United Kingdom.

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Job Description 2010

Job Title: Activity Manager

Responsible to: Centre Manager (& HQ Programmes Co-ordinator)

Job purpose: To plan and implement the activities programme and manage the activities of staff. This may include teaching staff.

Main Duties to include:

- Planning of daytime and evening activities within a framework set by/agreed with the Centre Manager
- Ensuring Health & Safety standards/procedures are implemented for each tour/activity/event
- Promoting and implementing of the day to day activities
- Planning, promoting and implementing of the full-day excursion and half-day visits
- Selling/promoting optional extra tours and activities
- Setting up and daily maintenance of the activities notice board
- Acting as deputy for the Centre Manager
- Assisting the Centre Manager in dealing with group leaders and student welfare
- Managing day-to-day issues as they arise and applying sensible solutions
- Checking activities bookings, cancelling and making additional bookings where requested by the Centre Manager
- Handling petty cash and providing appropriate receipts for purchases
- Liaising with college administrative staff at hired premises where delegated by the Centre Manager
- Being responsible for the induction, supervision and animation of activities staff
- Being responsible for supervising the Chelsea Football Programme (depending on the centre), ensuring that the football coaching is provided according to their contract and that the coaches conduct themselves appropriately.
- Liaising with teaching staff re: activities, as required by the Centre Manager
- Carrying out student induction and farewell procedures – organising initial settling in procedures
- Participating in activities and excursions as required by the Centre Manager
- Writing the staff rota with the collaboration of the Centre Manager
- Arranging cover in case of absence
- Managing disputes and finding workable solutions
- Dealing with any complaints
- Coordinating daily meetings with the activity team
- Performing residential evening patrols & ensuring students go to, and stay in, bed on a rota basis (if in a residential centre)
- Taking responsibility for controlling and returning all sport gear, etc in the Centre Pack
- Ensuring that adequate records of attendance are kept for all activities and excursions
- Completing an End-of-Course Report, including detailing new ideas, tips, etc.
- Any other reasonable/appropriate duties.

This description is intended as a guide only to the main duties of your job and the principal terms of employment. A full job description with guidance notes and advice is available in the Activity Manager's Handbook.



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Person Specification:

No formal qualifications are necessary. However, applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 10 and 18 years old.

Essential:

- Must have summer school experience
- Must be able to demonstrate good time-management and organisational skills
- Flexibility
- Ability to multi-task effectively
- Ability to delegate
- Ability to work in a high pressure and fast paced environment.
- Must be able to demonstrate good problem solving capabilities.

Desirable, but not essential:

- Previous managerial experience within a team
- Teaching experience
- Experience supervising minors
- Administrative experience

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

Remuneration will be at a competitive rate, depending on the experience of the individual applicant.