

EXAMPLE STAFF TIMETABLES

ACTIVITY MANAGER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-0840	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
0840-0900	Assembly	Assembly	See off excursion coaches	Assembly	Assembly	See off excursion coaches	Day Off
0900-0930	Activities Meeting	Activities Meeting	Activities Meeting	Activities Meeting	Activities Meeting		
0930-1000	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting		
1000-1030	Check activities	Check activities	Check activities	Check activities	Check activities	Activity Preparation	
1030-1100	Break	Break	Break	Break	Break	Activity Preparation	
1100-1300	Specific Activity Prog Meeting Group Leader & Excursion Feedback	Excursions: check with coach companies and venues	Check activities	Activity Preparation	Excursions: check coaches and venues & Activity Preparation	Write up Weekly Report	
1300-1330	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1330-1530	Check activities	Management Meeting: Activities	See off excursions Activity Preparation	Management Meeting: Staff Rotas for following week	Management Meeting: Checking the Weekend		
1530-1800		Activity Preparation	Management Meeting: General				
1800-1830	Staff Meeting				Monitor campus	Monitor campus	
1830-1900	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
1900-1930							
1930-2000	Managing activities preparation		Managing activities preparation	Managing activities preparation		Managing activities preparation	Evening Off
2000-2200	Lead Evening Activity	Group Leader Cheese 'n Wine Party (Alternating with CSW Manager)	Spot-check evening activities to check all going well	Lead Evening Activity	Spot-check evening activities to check all going well	Spot-check evening activities to check all going well	
2200-2400		Night Patrol (Alternating with CSW Manager)			Spot check patrol		

* The above covers most duties, which will not all be necessary in the same week, but total hours should average out at no more than 48 per week