

Job Description

DEPARTMENT: Summer Centre

JOB TITLE: Activity Organiser

REPORTS TO: Activity Manager (& HQ Programmes Co-ordinator)

RESPONSIBLE FOR: Implementation of the activities programme and to assist in the day-to-day operation of the Centre

OVERVIEW OF THE ROLE

To plan, organise and operate a high quality activities programme for the students in the centre.

RESPONSABILITIES

- Welcoming groups to the centre
- Enthusiastically promoting the activities programme
- Organising, supervising and animating a range of activities and excursions for students
- Preparing and planning activities in advance of sessions
- Attending all excursion, activity and staff meetings.
- Advertising and explaining the programme to clients and creating and fostering learning through a range of activities
- Actively participating in and supervise students on excursions
- Arranging project work and cultural activities which result in a favourable learning outcome
- Supervising meals and other free time
- Performing residential evening patrols on a rota basis & ensuring students go to, and stay in, bed
- Assisting clients with any special requests and generally supporting senior centre staff in their duties
- Ensuring the health and safety and welfare of clients at all times, reporting accidents or near misses to the Centre Manager
- Maintain adequate levels of discipline
- Selling optional extra tours and activities
- Meeting and greeting groups at the airport
- Any other reasonable/appropriate duties

Note: This description is intended as a guide only to the main duties of your job and the principal terms of employment.

KNOWLEDGE/EXPERIENCE REQUIRED

Essential requirements:

- Responsible
- Enthusiastic
- Creative
- Team player
- Desire and ability to make a decisive contribution to the programme
- A TRUE “people person”

Desirable, but not essential:

- First aid certificate

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- Life guarding license
- Experience of training sports professionally/sports coaching qualifications
- Experience of supervising minors.

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

EDUCATION/QUALIFICATION DESIRED

- 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.

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

The company reserves the right to vary or amend the functions and responsibilities of the post holder at any time according to the needs of the Company's business.

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