

Job Description

DEPARTMENT: Summer Centre

JOB TITLE: Activity Organiser (Sports and Leisure Management)

REPORTS TO: Activity Manager

RESPONSIBLE FOR: Planning, organising and operating a high quality activities programme. As an activity Leader specialising in Sports and Leisure you will be asked to fulfil a dual role and co-ordinate Sports Activities whilst carrying out your Activity Leader duties.

OVERVIEW OF THE ROLE

To ensure customer satisfaction in the leading of activities and trips at your centre and maintain proper levels of student safety, discipline and welfare.

RESPONSABILITIES

- Welcoming Groups to the centre
- To enthusiastically promote the activity program
- To ensure adequate preparation for all activities and excursions
- To set up and lead on-site activities
- To supervise students on excursions, whilst actively participating
- To carry out residential supervision duties including meal and bedtime supervision and guardian duties
- Attending all excursion, activity and staff meetings

KNOWLEDGE/EXPERIENCE REQUIRED

Essential requirements:

- Experience in Sports and Leisure
- Enthusiasm
- Excellent organizational Skills
- Good Interpersonal Skills
- Ability to work in a High Pressure Environment
- Ability to work as part of a team
- Flexibility and Creativeness
- Team Player
- The desire and ability to make a decisive contribution to the programme

Desirable, but not necessary:

- Sports and Leisure Degree or working towards one
- First Aid Qualification
- Life Guarding Certificate
- Experience of training for or working in the Sports or Leisure Industry
- Experience of supervising/working with 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.

PREPARED BY	APPROVED BY	DATE POSTED
Human Resources	HOD	29/11/2010
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**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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