

Activity Camp Assistant Manager Job Description

Purpose of the role

Activity Camp Assistant Manager would be required to work 8 Weeks a year on Camp (holidays negotiable) and a few weeks in the run-up to each Camp.



Key Duties and Responsibilities

1. Ensure and maintain the Health and Safety of Children and Staff - be fully aware of Health and Safety policies and ensure both staff and children follow them strictly.
2. Encourage, care, and maintain the discipline of children - ensure that the children are cared for and encouraged and that the discipline of the children is maintained. Behaviour problems are dealt with sensitively but effectively.
3. Create and maintain camp variety. Create and deliver a varied and balanced timetable of sporting activities for each group, and in addition, organise game and craft activities.
4. Manage, motivate, and develop the coaching staff. Act as a role model to the staff team by setting and maintaining high standards. Ensure that the team is informed, motivated, encouraged, supported and feedback is given on their performance. Responsible for the training of the staff team.
5. Maintain good relationships with the members exceeding their expectations by ensuring excellent customer service is delivered. Ensure the staff team takes ownership of problems or questions that arise, and that they are dealt with quickly and effectively.
6. Ensure good liaison with, and care of, the Sports Centre and staff and ensure the facilities are treated with care and left clean and tidy at the end of each day.
7. The Assistant Manager will be responsible for following an Assistant Manager checklist when going around groups to monitor quality of supervision, lesson planning and following of timetable, Health and Safety and Child engagement for quality of care and Child equality.
8. The Assistant Manager will be responsible for collecting kit from the Barn before the start of camp to ensure Coaches have the relevant equipment to use.

Requirements:

Ideally educated to degree level with experience, skills, and attributes as follows:

- Previous management experience within a childcare/teaching/coaching environment
- Previous experience working in a camp environment or similar.
- Good knowledge and understanding of sports/arts & crafts.
- Organised with excellent face-to-face and telephone communication skills.
- Confident and enthusiastic with the ability to lead and motivate a team.
- Pro-active and flexible
- Candidates will ideally hold a 12hr Paediatric First Aid qualification.

Hours of work

Normal Camp Hours will be 10am to 4.15pm. Extended hours will be 8.15am to 5.45pm. Hours will be worked on a rota basis and will be a combination of normal and extended hours.

Flexible working hours are also required outside normal camp hours, including pre-camp and post-camp administration.