

Job Description for Kids' (8 – 12) / Teens (13 – 17) Assistant Activity Manager

Job Title:

Kids'/Teens Assistant Activity Manager

Job Description:

The Kids'/Teens Assistant Activity Manager reports to the Activity Manager and Language School Manager. He/she is responsible for the assistance in planning, organisation and delivery of the Kids'/Teens activity programme.

Duties:

- Planning a weekly activity programme for appropriate age group
- To plan and structure activities for groups as required
- Monitor every activity and intervene as necessary to ensure the successful running of that activity
- Ensure that all staff are encouraging students participate in the activity programme
- To assist in all areas of the day to day operation of the activity programme
- House duty : making sure all students have gone to class and checking all rooms, report to Centre Manager
- Ensuring that all students are back in the houses by the appropriate time

Rate of pay: £315.00 per week inclusive of holiday pay

Hours: varied (Monday – Sunday, 1 ½ days off a week)

Dates: SUMMER: Saturday Friday 6th July – Tuesday 21st August 2012
(there will be a day towards the end of June that we would like staff to attend for some basic first-aid/fire marshall training, although this will be communicated to you)

Contract Includes: full-board & residential accommodation