

Camp Director - Job Description

Post Title:	Camp Director
Rate of Pay:	£750 per week +£100 for attending staff training
Responsible to:	Camp Manager
Responsible for:	The safe and effective set up and delivery of the camp programme.
Purpose of job:	To ensure the smooth and effective running of the camp programme, considering all operational aspects of the programme.

Responsibilities:

1. Assist in staff recruitment and staff training sessions, if required.
 - Co-ordinate with the camp manager and central office team, the planning of the staff assessment/interview day.
 - Participate in staff assessment day.
 - Organise and plan the staff training programme
 - To develop and update training information as required e.g. PowerPoint slides and written handouts.
 - To deliver training sessions to staff prior to camp.
2. To provide a beneficial and caring experience for children. Ensure that all activities (lifestyle, social and activity) are:
 - Developmentally appropriate.
 - Planned, punctual and effectively delivered, in a progressive manner. They should also consider the needs of the campers in the group.
 - Inclusive, fun and enjoyable experience for all campers and fellow staff.
 - Varied for the campers, utilising a range of skills, activities, and approaches to the delivery of the sessions.
 - Providing campers with opportunities to be engaged in the sessions, support physical activity leaders and lifestyle leaders to develop their skills to deliver the sessions effectively and inclusively.
 - Designed to support campers so they feel empowered to undertake activity themselves following the camp.
3. Management of staff and volunteers
 - Production and management of staffing rota prior to the start of camp in conjunction with Camp Manager
 - Direct management of, Administrator, Head of Groups, Head of Lifestyles Food and Monitoring to ensure effective operational delivery of all camp activities.
 - Oversee the quality of the delivery team, conduct weekly evaluations and coach the staff to continually develop their performance.
 - Co-ordinate with the Camp Manager and central office team, providing regular number updates and ensure effective support for the camp.

- Communicate with camp staff using a daily management meeting, daily group leaders meeting and a weekly camp staff meeting.
4. Management of the programme timetable
- Plan the programme timetable with the Camp Manager
 - Manage the effective use of resources, staff and equipment to deliver the programme timetable.
5. Governance
- Regular liaison as appropriate, with the Camp Manager and Operations and Clinical Director
 - Adhering to the More-Life Governance Policies and Procedures ensuring the risk is minimised for children, staff and visitors to camp especially Information Governance, Health and Safety, Risk Assessment and Safeguarding
 - Ensure safe and effective practice
 - Ensure all staff, volunteers and visitors are fully aware of the incident management procedures e.g. fire, accident and emergency procedures
 - Ensure the availability of accurate information on campers on camp (for governance purposes).
 - Ensure all campers are picked up and delivered during arrivals and departures on camp (**This is an issue of utmost importance**)
 - Ensure all medication is safely held and dispensed appropriately by the Group Leader.
 - Ensure appropriate completion of the accident and incident reporting procedures.
 - Ensure campers are not left unsupervised at any time.
 - Establish, communicate and maintain the camp code of conduct. Ensure all camp participants (campers and staff) adhere to the camp code of conduct.
 - Ensure appropriate staff coverage of all camp activities.
 - To ensure best practice use of all equipment by campers and staff.
6. Ensure all safeguarding issues are dealt with according to the guidelines within the staff handbook or from the MoreLife central team. Ensure confidentiality of these issues.
7. Accompany Visitors on site, offering guidance and support where appropriate.
- Plan visitor programmes and conduct delivery of presentations to camp visitors as required.
8. Facilities
- Liaise with local site staff to ensure effective delivery of the programme.
9. Ensure the effective administration of the camp programme, including the maintenance of all records, and adherence to all practices, procedures, monitoring and reporting.
10. Manage, control and report on camp expenditure within agreed budgets, including;
- Staff costs
 - Petty cash
 - Camper cash
 - Trips
 - Graduation event
11. Regular liaison with the Camp Manager and Operations and Clinical Director.
12. Liaison with More-Life marketing, PR and the media.

- Health and safety: To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the campers in your care.
- There is a no smoking, no drug taking and drinking of alcohol policy in force for the duration of the camp.
- Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to MoreLife's equal opportunities policy.

**Camp Director
Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	A relevant degree in any of the following: Education, Physical Education, Sport & Exercise, Psychology, Nutrition, Child Development or a related field		Application
EXPERIENCE	<p>Experience managing a team of staff</p> <p>Experience supervising the delivery of physical activity and education to children</p> <p>Experience in organising and timetabling activities</p>	<p>Experience supervising the delivery of physical activity and education to children within an obesity treatment setting</p> <p>Experience in programme management</p> <p>Experience in supervising a high level of pastoral care in a residential environment</p> <p>Experience managing budgets</p>	Application and Interview
SPECIAL ATTRIBUTES	<p>Ability to meet targets</p> <p>Coaching skills</p> <p>Ability to use initiative</p> <p>Be able to work under pressure</p> <p>Ability to work effectively as a team leader</p> <p>Strong organisational skills</p> <p>Ability to delegate and manage tasks and team members</p> <p>Excellent verbal and written communication skills</p>		Application and Interview