

**No role 2019**  
**Assistant Camp Director - Job Description**

<b>Post Title:</b>	Assistant Camp Director
<b>Responsible to:</b>	Camp Director
<b>Rate:</b>	£500 per week
<b>Responsible for:</b>	To assist the Camp Director in the safe and effective set up and delivery of the camp programme.
<b>Purpose of job:</b>	To ensure the smooth and effective running of the camp programme, considering all operational aspects of the programme.

**Responsibilities:**

1. Assist in staff training sessions
  - 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 assist the Camp Director in providing 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. In liaison with and in the absence of the Camp Director be responsible for the supervision of staff and volunteers
  - Direct Supervision of Head of Loweres, Head of Uppers, Head of Programmes, 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 central office team, providing daily 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. To assist the Camp Director with the management of the programme timetable.
    - Manage the effective use of resources, staff and equipment to deliver the programme timetable.
  5. Under the guidance of the Camp Director you will be responsible for 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. Where necessary accompany Visitors on site, offering guidance and support where appropriate.
  8. Facilities - Liaise with local site staff and camp employees 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. In the absence of the Camp Director assumed Camp Director responsibilities will be adopted and provide regular liaison with the Camp Manager and Operations and Clinical Director as and when need requires.

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 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.

**Assistant Camp Director  
Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	A relevant degree in any of the following: Education, Physical Education, Sport & Exercise, Psychology, Nutrition, Child Development or a related field		Application
<b>EXPERIENCE</b>	<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
<b>SPECIAL ATTRIBUTES</b>	<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