

Job Description



Activities Manager (Summer Junior Centres 2010)

Posts available in Southampton, Reading, London (Harrow), Northampton & Stirling
This post is residential with full board accommodation provided
Salary £360 - £460 per week, depending on experience

Requirements

- You must be eligible to work in the UK
- You will be advised on your bank account requirements
- You must be aged 25 or over
- Previous experience working with young people is required
- Previous experience managing a summer programme or equivalent is highly desirable

Lewis School Junior Centres

The Lewis School of English, Southampton, was established in 1976 and is open all year round for adult courses. We have been running junior programmes since 1997 and have recently expanded our operations to offer summer junior centres in Southampton, Reading, Northampton, London (Harrow) and Stirling. Our students are aged between 11 and 17 and come from all over the world. Students receive English language tuition together with a fun-filled activities programme.

Activities Programme includes

- Welcome tours of the campus and/or city
- Sports activities and tournaments, e.g. tennis, football and volleyball
- Creative activities, e.g. art, dance, drama, music and DJ workshops
- Full-day and half-day trips, e.g. visits to other cities and tourist attractions
- Evening activities, e.g. discos, fancy-dress parties, karaoke and quizzes
- Certificate ceremonies and farewell parties

Duties

The job is wide ranging in terms of its scope and no itemised list of duties is likely to cover every eventuality. Above all, we are looking for flexibility in attitude, a high level of initiative and self-motivation towards the tasks at hand. You will be the senior member of a team of activity leaders under the supervision of the Centre Manager.

General

As an experienced member of the Activities Team you must lead your team by example. We are looking for an outgoing, fun and energetic person who can help create an exciting and memorable study holiday for all our students. You should keep motivation levels high amongst the Activities Team and build enthusiasm for the school and the programme.

Day-to-Day Duties

- Liaise daily with the Centre Manager about the planned activities for that week/day ahead and inform activity leaders of any changes.
- Promote and advertise each event and the programme in general
- Organise games, competitions and tournaments
- Accompany, supervise, referee, adjudicate and, where necessary, participate in the sporting activities
- Be available, accessible and sociable with students and group leaders at all times.

- Deal with any payments, where applicable, for the facilities with the money provided by the Centre Manager
- Keep receipts for any spending and pass on to the Centre Manager
- Motivate activity leaders and students to be punctual to all events
- Be familiar with all the facilities and venues used
- Always be available to help group leaders and to answer any questions they may have

General Supervision

- Help to meet and greet arrivals at the residence and organise room allocation
- Supervise the canteen at lunch time and ensure all activity leaders are assisting
- Ensure all activity leaders clearly know and understand what they should be doing and when
- Ensure full participation of activity leaders at all times and help build team spirit
- Communicate information using posters and noticeboards
- Keep in touch with the Centre Manager by mobile phone in the event of any incidents affecting the well being or safety of the students both on and off campus
- Help to organise the distribution of packed lunches on excursion and departure days
- Take extra care to minimise noise and unruly behaviour which may affect other people on and off campus

Airport Transfers

If required, to accompany the coach to the airport, meet the group in arrivals, organise their transfer to the coach and accompany back to the centre. It is essential to communicate any unexpected delays to the Centre Manager immediately.

Student Welfare

To be vigilant and attentive at all times to the welfare of everyone at the centre. Most students come in groups with group leader(s). Get to know the students and leaders on a personal basis. Be especially aware of which students have come as individuals. They have no leader of their own to confide in and depend entirely on us to help out when necessary. Investigate and report any student who does not seem to be 'themselves'. Prompt and sensitive action is vital in these cases. Be somewhere between a friend and a counsellor to the students whilst maintaining an edge of authority.

Conditions of Employment

- Full board and accommodation will be provided.
- You will work 6 days a week, or the equivalent thereof. The timings are to be agreed with the Centre Manager.

How to Apply

Please complete and send our application form, or a CV, with a covering letter, to:

Activities Recruitment
 Lewis School of English
 33 Palmerston Road
 Southampton
 SO14 1LL, UK

You can download our application form from our website, www.lewis-school.co.uk/jobs