



Camp Central Manager

A Summer of Fun. A Lifetime of Memories

The Details

- **Title:** Camp Central Manager
- **Reporting to:** Ultimate Residential Operations Coordinator
- **Contract:** Seasonal work in summer school holidays.
- **Hours:** For the duration of the summer season, shifts are assigned on a weekly basis, with activities running between 7.30am and 9.30pm daily, 6 days a week. Weekly hours may vary. Some overnight duties required

Summary of Position

The Camp Central Manager is responsible for the successful delivery of our Residential Summer Camps, to support the delivery of outstanding structured activities, whilst ensuring the welfare and safety of the children on camp is maintained at all times.

We are looking for enthusiastic and experienced professionals to help us follow through on our commitment to 'Inspire Children Every Day'.

Whilst staying on our Residential Activity Camp, you will be responsible for managing, motivating and supporting your staff team in order to create fun and exciting holiday camps which promote participation, structure, care and development.

You will ensure successful execution of all policies and procedures, liaising with parents, school representatives and Head Office ensuring all staff contribute to the high standard of physical, emotional, and social care offered by Ultimate Residential Camps.

The position of the Camp Central Manager is a busy but hugely rewarding and varied role, where the experience of children and staff rests on your shoulders.

Duties and Responsibilities

With full training provided, duties will include:

Manage Daily Activities & Routines:

- Managing a team of staff, take overall responsibility for the camp setting, ensuring the safety and enjoyment of all staff and children.
- Support, supervise and account for all children during daily and nightly routines, with duties including, but not limited to:
 - Oversee wake up and programme preparation
 - Maintain incident logs
 - Ensure children safely move across site between boarding houses and on site facilities according to their timetable/activities.
 - Offer roaming support to team members and children throughout the day.
 - Oversee social and phone time within boarding houses.

- o With support from your staff team organise an engaging offering of boarding house and evening activities
- o Manage bedtimes and lights out.

Overnight Duties & Pastoral Care:

- Be on call for overnight duties as per rota
- Assist at any time, whether on duty or not, with an emergency, including assisting and supporting any child's pastoral needs where required (e.g. illness, homesickness, distress)

Wellbeing & Welfare

- Promote positive welfare and wellbeing for children and staff.
- Encourage positive social interaction between children.
- Ensure all policies and procedures on camp are adhered to by yourself, staff, and the children in your care, including all health and safety, and safeguarding procedures. This may include implementing new procedures to ensure camp runs smoothly and remains a safe environment for all.
- Be available and approachable to all children, addressing student behavioural issues in a professional, empathetic, and positive manner.
- Attend to issues arising for children, including, but not limited to, illness, hygiene, homesickness, friendships/social, management of belongings, phone use, etc.
- Support the Social & Welfare Managers where required with accompanying children off site, e.g. for medical care.
- With fully funded training provided, act as a key first aider on camp.

Arrival & Departures:

- Take a lead role along with the Social & Welfare managers in managing arrival and departure days.
- Working alongside the Social Welfare Manager, ensure houses are prepared and well-presented.
- Welcome children and parents arriving at the boarding houses.
- Prepare children for departure re. packing and logistics.

General Duties

- Directly manage a team of staff selected for you to ensure they deliver both the quality of care and the standard of activities expected at Ultimate Residential Camps.
- Inspire your staff to deliver quality activities by leading by example with energy and enthusiasm.
- Ensure Ofsted requirements are always met on camp, liaising directly with an inspector in the event of an inspection.
- Liaise with Head Office with updates, queries any issues that arise throughout the day.
- Act as the point of contact for parents on camp, in person and on the phone, including feeding back any issues that arise throughout the day.
- Act as the point of contact with the Host School, meeting with their representatives to ensure the smooth running of camp.
- Manage all administrative duties on camp, including registration, assisting with staff rotas and changes to the timetable (if required).
- Manage any other challenges that come with running a dynamic residential camp environment.
- Continuously promote the welfare of the children in your care and ensure the provision of childcare is always of a high quality to meet the needs of individual children from differing backgrounds and stages of development.

- Live up to the promise of '*A Summer of Fun. A Lifetime of Memories*' and behave in a manner that reflects the expectations of the company throughout your employment.
- Show high levels of energy, enthusiasm, and professionalism, acting as a suitable role model for the children and staff on camp.

Essential Requirements

- Qualified or working towards a qualification in childcare, teaching or coaching, or with significant experience of working with children, ideally in a residential setting.
- A natural leader with management experience, ideally within holiday/residential camps and childcare.
- Be committed to safeguarding and welfare of students in your care.
- Good decision maker, able to quickly assess and make informed judgements.
- Pro-active and conscientious, able to adapt to situations when required.
- Be enthusiastic, energetic and passionate about developing children through pastoral care and activity.
- A flexible team player, able to adapt to dynamic situations and challenges on camp.
- Excellent communicator, with strong face-to-face customer service skills. Candidates must be confident in their ability to talk to parents and host school staff.
- Good working knowledge of camp activities. You must be prepared to take short term cover of groups until suitable cover is sorted.

Desirable Requirements

- Experience in Residential, Boarding, or Education Sector
- Hold a Paediatric First Aid (12 hour or 6 hour) qualification.
- Hold a Level 2 qualification in safeguarding.
- Experience as a designated Safeguarding Officer (DSO)
- Experience with a pastoral role

Benefits

- Paid pre-camp training programme to prepare you to be an Ultimate staff member.
- Competitive pay and opportunities for progression
- Subsidised First Aid qualifications and CPD opportunities.
- Each day is filled with rewarding work in an enthusiastic environment.
- Refer a Friend scheme.
- All meals and accommodation included.

Successful candidates will need to be available for 5 paid training days in the lead up to camp.

Details can be found here: www.ultimateactivity.co.uk/training-and-assessment-days

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, internet search, employment history and reference checks, and international criminal record checks where required.