

ULTIMATE ACTIVITY CAMPS

Inspiring children every day!

Title: Activity & Equipment Coordinator

Reporting to: Camp Manager

Summary of Position:

Ultimate Activity Camps is a leading provider of holiday childcare in the UK. Our trusted holiday camps operate at venues across the country offering outstanding childcare & activity provision to children whilst providing peace of mind to parents.

As Activity & Equipment Coordinator, you will be assisting other staff with the preparation of equipment for activities, assisting with the movement of groups around camp, helping with general cleaning duties and joining in with activity delivery where possible. During sign-in and sign-out times, you will be stationed on the front desk with Camp Manager to welcome children to camp and introduce them to their assigned group. You need to be the first welcoming, enthusiastic and happy face a child sees when they step into camp! The role of the Activity & Equipment Coordinator is typically an out-of-ratio role, but you will be expected to cover last minute sicknesses and absences where needed across your local area. Flexibility is key!

Duties and Responsibilities:

- Assist with setting up equipment ready for the safe delivery of camp activities.
- Assist with sign-in procedures, acting as a runner and welcoming children on to camp.
- To ensure we maintain staff:child ratios, you must be prepared to cover staff absence by delivering a range of engaging activities to children aged 4-14.
- Ensure all policies and procedures on camp are adhered to by yourself and the children on camp, including all health and safety, and safeguarding procedures.
- Continuously promote the welfare of the children and contribute to the high standard of physical, emotional and social care offered by Ultimate Activity Camps.
- Help to set up the Ultimate Activity Camp by attending a Camp Induction Day.
- At all times behave in a manner that reflects the expectations of Ultimate Activity Camps.
- Live up to the Ultimate Activity Camp promise of 'Inspiring Children Every Day' throughout your employment.
- Show the required energy, enthusiasm and professionalism for the duration of the season, acting as an ambassador for Ultimate Activity Camps and behaving as a suitable role model for children.

Essential Requirements:

- Experience working with children in some capacity, ideally studying towards a qualification in sports, performing arts, teaching or childcare. This role is ideal for a candidate at the beginning of their career in coaching or childcare.
- Enthusiastic, energetic individual, passionate about working with, and developing children through play and activity.
- Good organisation and communication skills.
- Flexible, team player, able to adapt to dynamic situations and challenges on camp.
- Someone looking for a challenging but fun job in the holidays, looking to begin their career in the childcare industry.

Desirable Requirements:

- Hold a Paediatric First Aid (12 hour or 6 hour) or First Aid at Work qualification.

Further Info:

- **Contract:** Seasonal work available in school holidays (Easter, Summer and half terms).
- **Hours:** 8.30am – 5.30pm weekdays. Full time or part time roles available and additional hours available for staff that hold a paediatric first aid qualification.
- **Pay:** £312.45 to £474.30 per week, depending on hours and experience. This consists of a base pay of £278.80 to £423.25 per week, plus an additional £37.60 to £51.10 holiday pay.

The logo for Ultimate Activity Camps is a light green rounded rectangle containing the words "ULTIMATE" and "ACTIVITY CAMPS" in a white, bold, sans-serif font, stacked vertically.