

Job Description



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| Job Title: | Camp Assistant | | |
| Department: | Enterprise | | |
| Business Unit: | Operations | | |
| Line Manager: | Camp Leader | | |
| Job Purpose: | | | |
| To create a fun, safe and engaging holiday camp experience for children and young people. | | | |
| To assist the Camp Leader and Camp Practitioner in the delivery of activities, ensuring the well-being of children and young people, and contributing to the overall positive atmosphere of the camp. | | | |
| Main Responsibilities: | | | |
| 1 | Activity support <ul style="list-style-type: none">Assist Camp Leaders and Practitioners in the preparation of a wide range of activities, including sports, arts and crafts, games and outdoor adventures.Help set up and clear away activity areas and equipmentActively participate in activities alongside the children/young people, encouraging their involvement and enthusiasmEnsure the safe use of equipment and resources | | 30% |
| 2 | Supervision and care <ul style="list-style-type: none">Supervise groups of children/young people under the guidance of the Camp Leader, ensuring their safety and well being at all timesSupervise children during lunch and break times.With the other Camp Assistants, supervise small groups of children during early drop and late pick up periods - these are outside of the core holiday camp hoursFollow established safety guidelines and proceduresBe attentive to the needs of individual participants and provide support as necessaryHelp manage behaviour in a positive and constructive manner | | 30% |
| 3 | Create a positive environment <ul style="list-style-type: none">Welcome children and communicate with parents at the start and end of each day. | | 5% |

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| | <ul style="list-style-type: none"> • Interact with participants in a friendly, approachable, and encouraging manner • Help foster a positive and inclusive atmosphere where everyone feels welcome and valued • Be a positive role model for children/young people | |
| 4 | General assistance <ul style="list-style-type: none"> • Assist with registration and sign-out procedures • Help with the organisation and tidiness of facilities and resources • Participate in regular team meetings with the Camp Leader and Camp Practitioner • Support break times and lunch times as required • Communicate any concerns or issues to the Camp Leader or Practitioner • Undertake any other reasonable duties as requested by the Camp Leader or management | 25% |
| 5 | Safeguarding and Child Protection Uphold the School's safeguarding procedures and policies and ensure the welfare of all pupils at all times. Passing on any concerns about any participants to the Camp Leader. | 5% |
| 4 | Health and Safety <ul style="list-style-type: none"> • To familiarise yourself with Health & Safety policies and procedures, including risk assessments and safe methods of work specific to your department • Report any Health and Safety concerns to the Camp Leader or Practitioner | 5% |
| Key Contacts and Working Relationships: | | |
| Holiday Camp Leader and Practitioner Parents and carers of participants | | |
| Planning and Organising: | | |
| <ul style="list-style-type: none"> • Working with Camp Leader and Camp Practitioner to ensure the smooth and effective running of holiday camps • Working with Camp Leader and Camp Practitioner to ensure learning spaces and | | |

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| materials are organised and ready for each day and that learning spaces are cleared and reset ready for the next day. |
| Problem Solving and Decision Making: |
| <ul style="list-style-type: none"> Working with the Camp Leader and Camp Practitioner to resolve routine problems in the delivery of holiday camps |
| Resources and Requirements: |
| <ul style="list-style-type: none"> Supervising small groups of children under the supervision of the Camp Leader and Practitioner Ensuring that all camp activities and resources are set up and ready each day and tidied away at the end of each day |
| Knowledge, Skills and Experience: |
| Essential: <ul style="list-style-type: none"> A genuine interest in working with children and young people Good communication and interpersonal skills Ability to work effectively as part of a team Enthusiastic, energetic and patient attitude |
| Desirable: <ul style="list-style-type: none"> Experience working in summer camps, after school clubs or extracurricular programmes |

