

Summer Camp Assistant Manager Job Description

Introduction:

Summer camp assistant manager is a senior and varied role within a growing company, the position is on a temporary contracted basis. Summer camp Assistant manager is highly valued and appreciated role within High adventure and demands a large amount of dedication and professionalism. You are responsible for assisting and deputising the camp manager as directed to ensure the camp is run to the highest possible standards for the period of your contracted employment. This is a position that offers opportunity for development and promotion in future years.

This is a residential live in position Monday to Friday. There are no specified hours of work. You are required to work the hours needed to ensure the camp manager can fully meet their job description and the camp is run to the highest possible standards for the period of your contracted employment. The nature of the work may at times involve late nights or 'emergency call out' at unsociable hours.

General Job Description:

1. To assist and deputise the camp manager as directed in ensuring the summer camp is run in a safe, smooth and efficient manner. Ensuring at all times the visiting young people, visiting staff and high adventure contracted staff are your first priority.
2. The assistant Manager is at all times to be fully aware of, and to maintain, professional boundaries and behaviours between themselves all other staff members and clients; including both HA staff and visiting members of staff accompanying groups.
3. The camp manager is fully responsible for all aspects of camp management: Client liaison, accurate and complete paperwork submission, staffing, camp construction, staff training, liaison with Scout site management, problem solving issues on a daily basis, attending to all client and staff needs and all other tasks that are needed to run the camp. As the assistant manager your role is to help the manager achieve this by performing duties and roles that they deem to contribute to the safe smooth and efficient running of camp. The camp managers full Job description is attached overleaf so you have a clear understanding of the duties, roles and tasks you will be assisting them to achieve.
4. To ensure that you work to and uphold the High Adventure mission statement, specifically: *HA was formed 7th July 2001 with a clear set of objectives, which are as follows:*
 - *To provide the best possible level of service in all areas of outdoor education.*
 - *To ensure all adventurous activities are delivered to the highest possible standards, taking into consideration the quality of instruction & safety of the group.*
 - *To ensure a safe & comfortable tent village providing good quality social, living & sleeping space.*
 - *To ensure high standards of food delivery.*
 - *HA provides a variety of outdoor courses and strives to ensure that all programmes are fun, varied & interesting and meet the needs of our clients at all times.*
 - *In order to meet all the aims, HA has a duty to ensure that all staff work in a safe & happy environment. As a limited company HA must ensure that all services are provided for in a cost effective way and can meet the demands of the current costs involved in the provision of outdoor education.*

To apply please email your CV to dan@highadventureoec.co.uk