

Summer Camp Instructor Job Description

Introduction:

Summer camp Multi activity Instructor is an exciting and varied role within a growing company, the position is on a temporary contracted basis. Summer camp Multi Activity Instructor is a vital 'front of house' role within High Adventure, delivering exciting, developmental and safe outdoor activities to clients. The role demands a large amount of hard work and professionalism. This is a position that offers opportunity for development and promotion in future years, and access to our full time trainee scheme based in North Yorkshire for the right candidate.

Contract working hours

This is a residential live in position Monday to Friday. The Instructor will be expected to work as agreed and highlighted in the position Description whilst working at any of the Company's Premises. The Instructor agrees to work reasonable overtime in addition to the normal hours of work as required by the nature of the job/nature of the High Adventure's Business, or for performance of the Instructor's duties. A standard week is Monday to Friday plus 1 evening in the instructor role and 1 evening/early morning in a domestic role. The Instructor agrees to work up to 1 week during the contracted period in a site cleaner role. In a week when the Instructor has cleaning duties the hours will vary to meet the needs of the client but will usually take the form of a split shift including hours in a morning and afternoon.

A standard work day will run from 8:25am through to 5:30pm. You are responsible for making sure your activity sessions are setup and packed away in such a way that allows for maximum activity levels. Evening duties standardly run through to 9pm.

Overtime is unpaid and voluntary; however, the Instructor is expected to work as necessary to accomplish the agreed aims and success criteria. Excessive overtime may be compensated by time-off in lieu as agreed with the Camp Manager. The normal hours of work are prescribed above, during which 30 minutes may be taken for lunch at a mutually convenient time.

General Job Description:

1. 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.*
2. The Instructor 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 Instructor is to be in work promptly on time, dressed in appropriate, clean uniform presenting a professional image.

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4. The Instructor must at all times be fit to perform their role in relation to the alcohol and drugs policy within the signed and agreed contract. Any instructor deemed unfit to be in charge of young people delivering activities will not be allowed to work and subjected to a disciplinary and/or instant dismissal as agreed within the contract of work.
5. During the 2 week training and camp set up period, involve themselves fully in the 'in house' training and assessment of activity instruction, working hard to train and achieve 'sign off' in as many activity sessions as possible.
6. To ensure that during the 2 weeks training and set up period, with direction from H.A management and senior staff, the camp is constructed to the highest possible standards in accordance with summer camp staff handbook section 20: Tent village risk assessment. Taking care to ensure tents and marquees are situated suitably, erected correctly, all accommodation, social and dining space, domestic and activity equipment is clean and fit for purpose. High standards of camp safety, construction and cleanliness must be maintained throughout the duration of the season.
7. The Instructor must ensure they read and sign the staff handbook and adhere to the information within, including N.O.P and R.A.
8. The Instructor will deliver safe, enjoyable and developmental activity sessions, at all times adhering to the on site training and assessment criteria, H.A normal operating procedures and risk assessments. The Instructor will deliver all sessions as prescribed, trained and assessed during training weeks.
9. The instructor will deliver all sessions with a beginning briefing, main activity session and finish with an end debrief.
10. The instructor will provide 'maximum activity' levels whilst ensuring that client safety is always the first priority.
11. At the beginning of the day Instructors will set up all activity sessions and equipment as directed by H.A management in a timely fashion ready for client's activities beginning at 9.15am.
12. The Instructor will ensure all activity session equipment is counted at the beginning and end of each session and laid out in a tidy, usable fashion for the next instructor at the end of their session; in accordance with the training and assessments received. Instructors are responsible for the safe keeping and collection of all equipment; any damages or losses must be reported immediately to H.A management.
13. At the end of each day the instructor will 'de rig' all activity sessions and equipment as directed by H.A management.
14. The instructor will be at the morning meeting by 8.25am ready to begin the day having had breakfast, sorted all personal equipment and prepared a packed lunch for the day.
15. To attend 3 staff briefings each day, morning, lunchtime and eve. This ensures all instructors are fully briefed in activity rotations, Groups to be worked with, activity rigging for the sessions and any issues can be addressed swiftly.
16. To undertake 1 evening activity session per week and 1 evening domestic/pot wash evening per week.
17. To undertake up to 1 week in a site cleaner role in the duration of your contract period.
18. To help with Monday morning site opening tasks and Friday afternoon site closing tasks as directed by H.A management. This may include equipment checks, tent checks, site checks, cleaning and maintenance, traffic / coach management duties and any other appropriate and relevant tasks deemed by management to

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be needed to ensure the safe and efficient welcoming / residing of the visiting clients.

19. Whilst undertaking domestic/pot wash/cleaning duties to ensure the highest standards of hygiene, cleanliness and client satisfaction as directed by the catering manager/cook and full time domestic team.
20. To be on time and appropriately dressed for morning and evening domestic role, as directed by catering manager/cook and H.A management.
21. To report any concerns regarding visiting young peoples safeguarding to H.A management, maintaining at all times a duty of care.
22. To complete any incident and accident forms in a timely and accurate fashion, to be given to H.A management for checking and secure storage.
23. In addition to the duties which the job normally entails, the Instructor may from time to time be required to undertake additional or other duties as necessary to meet the needs of High Adventure's business.

To apply for this role please send a copy of your CV to Colin@highadventureoec.co.uk