



## Activity Leader Job Description

**Position:** Activity Leader

**Hours of Work:** 08:45 – 16:15

**Salary:** 18-20 year olds = £8.20 per hour and age 21+ £11.44 per hour

**Reportable to:** Group Leader and JAM Camps Senior Team

JAM Camps is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Contract Details:**

- Days off must be authorized ahead of camp; no guaranteed specific day off.

### **Duties:**

1. Assist with setting up and maintaining an inviting base room area for children, ensuring tidiness and proper equipment storage.
2. Follow policies to ensure a safe and enjoyable environment for children.
3. Actively supervise and attend to the needs of children, including breaks and lunch times.
4. Plan and deliver age-appropriate activities with enthusiasm, following the provided timetable.
5. Ensure the variety of activity sessions promised by JAM Camps are delivered.
6. Encourage maximum participation and get to know individual children's interests.
7. Collaborate with other staff members to deliver sessions.
8. Take responsibility for general welfare and safeguarding.
9. Ensure safe use of equipment during sessions.

**Requirements:**

1. Have experience or qualifications working with children.
2. Be aged 18 or over by the contract start date.
3. Be eligible to work in the UK.
4. Provide satisfactory professional/academic references.
5. Be enthusiastic, caring, and organized with excellent communication skills.
6. Adapt effectively to handle unpredictable challenges in a childcare setting.
7. Obtain an enhanced DBS check or have an existing enhanced DBS on the Update Service.
8. Assist with pack-up at the end of camp.

**Additional Responsibilities:**

1. Ensure the company fulfils all Health and Safety obligations.
2. Deliver activities within the scope of qualifications, skills, and knowledge.
3. Ensure children behave safely, know their whereabouts, and communicate daily about behaviour codes.
4. Follow all camp systems, including registration and collection procedures.
5. Fulfil a specific additional duty assigned during contracted time at camp and assist the team with other duties.
6. Be a positive role model, promoting a healthy lifestyle.
7. Report any Child Protection concerns to the Management Team or Designated Person.
8. Make reasonable adjustments for children with additional needs, disabilities or medical conditions.
9. Ensure the safe use of equipment provided.
10. Bring swimwear on swim days.