

Job Description: Activity Leader

Responsible to Activity Manager

Location UK and Ireland

Salary £200 - £240 per week (depending on experience) including full board accommodation

Duration 2 – 9 weeks in June/July/August

Main purpose of job

To work as part of the activity team, led by the activities manager, organising recreational and sports activities and accompanying students on excursions.

Duties will include

- Attending an induction/training day
- Arriving before the first student arrivals to help with the preparation, planning and presentation of the programme
- Working as part of a team with the Activity Manager and other activity staff to help prepare a wide range of afternoon and evening activities, which may include sports, arts and crafts, music, drama, quizzes, themed discos, karaoke, talent shows and off-campus visits and excursions.
- Helping set up, supervising and participating fully in these planned activities
- Assisting with arrivals and departures of the students
- Accompanying students on full-day and half-day excursions and acting as a tour guide
- Helping supervise students during meals, lesson breaks and when in the halls of residence
- Being willing to help and assist in the event of emergency
- Being enthusiastic, and committed to the welfare and security of students and group leaders at all times
- Encouraging students to use English as much as possible
- Reading the Activity Leader manual carefully and performing your duties as outlined therein
- Pro-actively encouraging and motivating the students, ensuring everyone is participating and most importantly having fun!
- Residing on campus for the whole period of your employment
- Working 6 days a week including weekends, with one day off during the week
- Reporting to the Activity Manager and cooperating with the Centre Director, any senior activity staff and International Quest head office staff

Requirements

Essential (Please do not apply if you do not meet these requirements):

- Over 18 years of age
- Native or native level English speaker
- Based in the UK as you will be expected to attend an assessment day
- Ability, confidence, enthusiasm and energy to lead 11-17 year olds
- Approachable, friendly and ability to build a rapport with young people
- Strong leadership, communication and organisational skills
- Ability to use own initiative and work as part of a team
- Flexible, creative and adaptable

Desirable:

- First aid qualification
- Sports coaching qualifications
- Experience in leading/training a sports, leisure or similar team
- Previous experience as an Activity Leader in a residential role
- Experience of working with children/teenagers in a similar environment