

JOB DESCRIPTION: ACTIVITY LEADER

Responsible to: Course Director

The post involves being a member of a team responsible for running a successful course and for providing students with an enjoyable and worthwhile stay in England

Activity Leaders on our non-residential courses need the following:

- Sporting interest and ability and / or practical and artistic skills, with lots of creative and imaginative ideas
- Lots of initiative, enthusiasm, energy , flexibility and creativity
- An affinity with young people
- Ability to work as part of a team
- Strong leadership and people skills

Commitment:

To supervise excursions, local visits, on-site activities, break times, meal times and to be available to students throughout duty time. Activity Leaders are required to work from 1 to 3 sessions per day [morning / afternoon / evening] on five or six days per week, including weekends.

Duties:

- Assisting with the welcome of students on arrival
- Confirming all activity/excursion bookings
- Liaising with head office regarding programme changes
- Supervising activity sessions as required
- Accompanying full day excursions, ensuring that any materials provided by Country Cousins to inform students about the destination are used and that accurate records of student entrances are kept
- Ensuring that the appropriate methods of payment are used for programmed activities and excursion entrances, eg vouchers
- Encouraging and motivating a lively student participation in the leisure programme and to be actively involved in supplementing the arranged programme with extra activities
- Keeping records of the number of participants and helping to complete and revise excursion itineraries
- Taking an active share in the general supervision and care of students

- Enforcing non smoking in school and public places policy and the general good behaviour of students
- Assisting on occasions in the general running of the Office
- Taking an active share in ensuring that students treat the school premises, sports equipment etc with care
- Think at all times of recommendations for the improvements for the social programme quality

General notes:

The duties briefly outlined are given as a guideline only. Whilst the staffing plan will be devised in order to provide as fair and practical a division of duties as possible, the successful running of a programme depends on the staff working together as a co-operative and cohesive team. Therefore, the Course Director may find it necessary to modify initial plans in the light of practical implications and all staff are requested to be as flexible and supportive as possible in this respect.

Many programme items will have been arranged in advance. However, the success of activities on any international course is often significantly increased by the additional items arranged spontaneously by activities assistants both around their own individual interests and also in response to the interests of the students. Although a position on an international course requires a high level of energy, commitment and involvement, it is usually an enjoyable and rewarding experience.