

# On-Site Activities Coordinator

An On-Site Activities Coordinator is an integral part of Activity Programme, providing the Activity Manager with the necessary support of coordinating and taking responsibility for the centre's action packed on-site activities.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consist of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

## YOU NEED TO BE

- eligible to work in the UK
- 18 years old and over

## YOU MUST HAVE

- A native or near native level of English speaking and writing
- The ability to bring new ideas to the programme, offering students new and original activities
- A flexible approach to your work, along with the ability to cope with regular changing priorities
- Excellent communication and interpersonal skills in a team environment
- Be able to lead and motivate staff to maximise their performance
- Show high levels of professional conduct throughout your time with the company
- Demonstrate respect for equal opportunities and respect for race and diversity
- A drive to contribute to the team's success

## IT WOULD BE GREAT IF YOU HAVE

- Experience working a residential summer school/camp environment
- A sports, drama or youth work qualification

## OTHER INFORMATION:

Our programmes cater for children and teenagers, aged between 8 and 17 years old  
The role can be either residential or non-residential, depending on your location  
You will report directly to the Activity Manager throughout your employment



## ACTIVITIES

- Assist the Activity Manager in the organisation and execution of on-site activities, ensuring the programme is inclusive, safe and suitable for all students
- Promote the Activity Programme in innovative ways, maintaining high levels of participation
- Assist the Activity Manager with liaising with host centre staff to ensure facilities are booked and ready
- Offer guidance and support for members of staff in planning and delivering activities
- Liaise with Group Leaders to improve and develop the programme
- Always maintain a regular professional and support presence
- Conduct mealtime duties where necessary



## STUDENT WELFARE

- Maintain proper levels of student discipline, safety and welfare
- Be the first point of contact for students who have questions regarding the on-site activities
- Every member of staff must read and comply with Oxford International Junior Programmes' Child Safeguarding policy at all times



## OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks

# A DAY IN THE LIFE OF AN OSAC

This will give you a taste of what duties you undertake as an Onsite Activity Coordinator

- 7:30** I go for breakfast in the morning with the students, making sure I am ready for the day!
- 8:30** After breakfast there is a meeting with the Activity Leaders and Activity Manager. We run through today's plan and make sure everyone is happy with what they are doing. This is a great time to offer guidance and advice to anyone that needs it
- 9:30** Once this meeting is completed I check that all the activities start on time and everyone has what they need. Afterwards I then accompany the Activity Manager to a Group Leader meeting where we listen to feedback and inform them of the upcoming events
- 10:00** We have a big activity day coming up at the weekend so I make sure we have all the equipment needed and if not, either order it online or head to the shops (paid for by the company!)
- 12:30** It's lunchtime for the students and staff so I head over with the team. Over lunch, I look over the Activity Leader plans for the afternoon activities, ensuring everything is in place
- 14:00** I head over to the meeting point to make sure all students are allocated to their activity efficiently and offer support as and when for the afternoon activities to begin. I will then oversee the activities, dropping in to each activity to ensure everything is running smoothly
- 15:00** Everyone heads back to the meeting point to take part in another activity. I am there with water and any equipment the activities might need
- 16:00** The second half of the afternoon activities begin. During this time I make sure that the Activity Leader that is leading tonight's activity is ready. I also check their plan and offer support if needed
- 17:30** Afternoon activities are over and it is now time for dinner
- 19:00** It is now time for the evening activities, which tonight involves traditional sports day event. The whole campus is involved and are excited, thanks to the promotion of the event! I leave the Activity Leaders to run the event but I am on-hand to offer support if ever it is needed
- 22:00** The evening activity was a great success! I thanked the team for their efforts and informed them there will be an Activity Leader meeting tomorrow morning to run through the schedule of the coming days

## Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.

## PAY INFORMATION

As an On-Site Activities Coordinator, you will earn £410.00 per week plus 12.07% accrued holiday pay. (£410 + £49.49 (12.07% holiday pay) = £459.49 per week)

You are required to work such hours as are reasonably required to carry out your role. You are entitled to one day off per week (this can be taken at your discretion). You may be required to work in excess of 48 hours per week and therefore be required to opt-out of the 48 hour Working Time Directive.

## WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

## OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

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