

## JOB DESCRIPTION

**JOB TITLE:** Activity Leader

**REPORTS TO:** Centre Manager

**RESPONSIBLE FOR:** A well-organised activities programme is crucial to the success of a summer language school. The programme is scheduled by head office and coordinated by the Centre Manager. The Activity Leader is responsible for the smooth and successful promotion and delivery of the activities programme, ensuring students, aged 11-17, are motivated and all activities are run to a high standard. The Activity Leader must make sure that all students are involved in the various activities and is responsible for promoting, organizing and leading all the activities and events, both on and off campus, under the guidance of the Centre Manager.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Lead and supervise on and off site activities and excursions, through active participation.
- Maintain student behaviour and ensure the safety and welfare of students at all times.
- Be prepared and fully informed for the activities and tours.
- Pro-actively encourage students to take part in the activities.
- Assist in general with the smooth running of the centre, ensuring the students enjoy their stay.
- Look after materials and equipment and ensure they are returned after each activity.
- Create a positive and entertaining atmosphere for all students, ensuring all students feel included.
- Establish and maintain positive relationships with colleagues and suppliers.
- Assist office staff with administration duties when necessary.
- At the end of the day ensure that the centre is in order and ready for classes the following day
- Ensure effective communication between Centre Manager and participants
- Assist in setting-up and closing the centre.
- Attend all required training
- Any other duties as required.

(This list is not exhaustive)

**PERSON SPECIFICATION:**

**Essential;**

Flexible approach to the working day.

Outgoing personality, with enthusiasm for the role and a proactive approach.

Enjoys working with children and young adults.

Team player.

Excellent communication and organisational skills.

Leadership and supervisory skills.

Ability to work in high pressure environment.

Ability to create and sustain professional relationships with young adults, colleagues and suppliers.

Ability to take direction, as well as work on own initiative.

Excellent interpersonal skills.

Professional and presentable appearance.

Fluency in English language.

**Desirable;**

Experience in; a similar role, customer service, supervising, administration.

Knowledge and understanding of the ECI activities programme.

Driving License.

**CIRCUMSTANCES**

Indicative hours only;

5 afternoons per week – Monday to Friday, depending on business requirements but normally from 12.00 to 5.30 pm

2 evenings per week 7pm to 10pm - Evenings will be confirmed weekly

1 full day excursion per week – Saturday / Sunday. Hours are dependent on the destination but indicatively 8am to 6pm

Additional hours may be required.