



# Lumen Learning Trust

Learning together for a brighter future

## Job Description

**Job title** Summer Camp Activity Leader

**Hours:** 7.45am – 5.45pm

**Line manager/s:** Summer Camp Leaders

**Line Management:** n/a

**Salary:** Daily rate £125.00

<b>Title</b>	Summer Camp Activity Leader
<b>Job Purpose</b>	Ensuring service provision is a safe, fun, and stimulating environment, reflecting the Lumen ethos of putting the children's needs at the heart of its provision.  Leading activities and guiding Activity Assistants to ensure the successful delivery of the daily timetabled carousel of events which can include, multi sports, games, arts & craft, downtime and structured play.

### Key Responsibilities

- Act as an integral member of summer camp staff team
- Communicate clearly, honestly and respectfully with staff, children and parents.
- Meet & Greet Parents in the morning in line with registering/signing children in to camp.
- Give and receive messages to/from parents about individual children and ensure these are shared promptly with Camp Leaders.
- Ensure activities are age and ability appropriate and are using the equipment and space safely.
- Work under the direction of Camp Leaders to plan, create, resource and adapt activities throughout the day, to reflect the theme for the day, and children's interests and needs.
- Move freely between, and lead, activities each day depending on booking levels and needs.
- Where numbers necessitate, create smaller groups within activities to ensure all children can access the activities, allocate Camp Activity Assistants to these groups and support Activity Assistants in successful delivery.
- Ensure activity areas and walkways/access points are clear and safe for parents, staff & children.
- Be responsible for ensuring you have, and then pass on, relevant medication for individuals in your group, at the start and end of each session.
- Be responsible for ensuring you are aware of the individual needs of children attending Camp each day, and adapt sessions to ensure they are able to successfully access all activities.
- Ensure first aid is administered effectively, completing H & S documentation (Accident Forms, Incident Forms, etc.) where required.
- Ensure safeguarding processes are followed in line with Lumen policy & procedures.
- Ensure the Summer Camp behaviour management policy is followed by all children.
- Assist children with personal care, including toileting and other associated welfare duties.
- Supervise children while they are eating during snack breaks/lunchtime effectively and support children where required
- Ensure the care and cleanliness of the Camp site is maintained, leaving activity zones tidy at all times including as part of end of day routines – sweeping floor, wiping tables, etc.
- Assist in the care, cleanliness, and security of the facility used by campers during the program.
- Ensuring children are suitably dressed for activities and weather conditions.
- Ensure children have access to drinking water at all times.

### General

- Work as a positive team player, demonstrating mutual respect and integrity.
- Provide colleague-to-colleague support, sharing ideas for and adaptations to activities that have engaged and supported children effectively.
- Able to work at a fast pace, multi-task and prioritise on a daily basis.
- Good judgement and a strong moral and ethical code.
- Participate in all required training both before the commencement of Camp and during.
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity;
- Ability to be flexible, creative and adaptable to situations
- Positively support Camp Leaders and contribute to new ideas and areas for improvement to the overall Camp experience for children.

- Fully understands, respects and works within the expectations regarding professional confidentiality.

*LLT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**Terms of Employment**

All offers of employment are subject to Lumen Learning Trust normal policies and procedures.