



Activity Coordinator

St Brelade's College summer school provides foreign students of all nationalities a chance to learn English, take part in a range of fun activities and experience life in a Jersey host-family. Each week there are around 30 to 50 students at our Junior School at Communicare (ages 10 to 12) and up to 350 at our teenage campus at Highlands (13 to 17 years).

Activity coordinators are responsible for ensuring our students have as much fun as possible in a safe environment. Please note that a full and detailed description of all duties is contained in the Activity Coordinator Handbook.

Activities

Afternoon Activities

Afternoon activities include surfing, kayaking, paddleboarding, banana rides, beach visits and games, visits to Jersey War Tunnels, Durrell zoo and castles, RIB tour, adventure parks, shopping, swimming, bowling, football, tennis and other indoor sports.

Evening / Weekend Activities

- » Tuesday evening: Student Disco at Koko nightclub, St Helier
- » Wednesday evening: Cinema Night at Cineworld
- » Thursday evening: Sports evening at Fort Regent des Pas Pier
- » Friday evening: BBQ and Disco at St Brelade's College
- » Sunday afternoon: Beach Volleyball at the Gunsite Cafe
- » Tuesday to Saturday evening: Evening Town Support

Key Duties

- » Interacting with students at school and on activities to encourage them to participate as much as possible
- » Answering student questions and directing them to the relevant place
- » Making sure students behave themselves within reason, disciplining students or reporting them to the relevant manager where appropriate
- » Being aware of student safety, reporting any incidents / accidents to the relevant manager / first aid provider. Accompanying students to A&E if necessary
- » Ensuring the correct number of students are present before leaving an activity
- » Completing Activity Record Forms for each activity and handing them in to the office
- » Taking a College mobile on activities and being contactable by staff and hosts

» Activity coordinators must be easily identifiable. St Brelade's College T-Shirts / Jackets and Lanyards are provided which should be worn at all times

Person Specification

An essential attribute for this role is an enjoyment of outdoor activities – especially beach sports – as activity coordinators will be expected to get involved and initiate team games. In addition, activity coordinators should be generally enthusiastic and willing to interact with students at all times. Other specific skills or experience are desirable (e.g. sporting abilities, first aid, coaching badges, experience supervising younger students etc). Although not essential, own transport is an advantage.

Salary

The salary for this position is £342 per week, which may include a variety of morning, weekend and evening work. Although an average weekly schedule should total approximately 38 hours, it is not possible to be exact as some activities may finish late at times. Therefore coordinators should be prepared to be 'on duty' for up to 40 hours per week at times. In the event that an activity overruns beyond this, coordinators will be offered overtime or time off in lieu. Due to the unpredictable nature of the job, coordinators should be flexible and willing to accept changes in the programme at short notice.

In addition to the weekly schedule there are usually opportunities to earn overtime through extra activities, which are paid at the rate of £9.00 per hour.