

Camp Manager Job Description

Hours of work: Working hours will be between 08:00 and 18:00. Total hours worked will not exceed 47.5 hours per week

£475.00-£650.00 salary per week 2019 (2020 salary TBC) dependent on age, qualifications and experience

Reportable to: Central Office and Area Manager

Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

DUTIES

1. Enforce Health and Safety regulations and ensure the camp is a safe environment for all
2. Named deputy Designated Person on camp
3. Perform daily tasks to ensure camp runs effectively. Daily tasks include site tours, equipment checks, financial records, stock control, communicating with parents and managing your team. Tasks may be delegated to different members of your team but you must ensure that they're completed
4. Provide support and guidance for your team. You must communicate effectively with your team to ensure that camp runs smoothly and organise staff meetings regularly
5. Lead onsite induction training for staff ahead of camp
6. Communicate with Central Office to provide them with necessary information
7. Assess and review staff performance. Staff will be assessed at the end of their employment
8. Liaise with parents and guardians
9. Point of contact for school liaison
10. Oversee the set-up weekend
11. Ensure high risk activities and paperwork are being completed in accordance with Barracudas Activity Codes of Practice
12. Maintain a tidy site/baserooms and ensure all equipment is packed away

REQUIREMENTS – YOU WILL:

1. Attend compulsory Senior Training Day – see contract letter for further details
2. Have experience working on a camp or leading a team (e.g. Head of Year/Department at a school)
3. Be eligible to work in the UK
4. Obtain an enhanced DBS check through Barracudas
5. Provide satisfactory references
6. Be available for Induction Training Day and at least 1 Set Up Day (these will be within the 7 days prior to camp opening)
7. Complete relevant online training modules annually
8. Coordinate pack up at the end of camp

ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following and enforcing procedures and safe systems as detailed in manuals and training
2. Demonstrate a proactive and diligent approach to all safety issues and maintain ultimate responsibility for all Health and Safety on camp



3. Prepare and lead the on-site Induction Training as outlined in relevant manuals with assistance from your senior team
4. As part of the senior team, complete a staff evaluation for each staff member at the end of their contract
5. Report any concerns regarding child protection to the Designated Person at Central Office
6. Ensure that staff are aware of any children on camp who may have additional needs (including dietary needs) or a medical condition. Assist them in making reasonable adjustments to accommodate or understand children's requirements
7. Ensure necessary medication is administered correctly according to EI forms and appropriate documentation completed
8. All staff may be required to support a swimming session. You'll need to bring swimwear and a spare Barracudas t-shirt daily

Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. This post is exempt from the Rehabilitation of Offenders Act (1974) and therefore you are required to disclose any convictions. The Code of Practice and policy on Employment of Ex-offenders is available upon request.

