



Preparing young people with skills for life

**Campsite Activities Co-ordinator
Role description**



The role – Campsite Activities Co-ordinator

Role description

Purpose:	<ul style="list-style-type: none">• To co-ordinate the staffing of activity sessions at the site; maintaining accurate records for a pool of volunteer activity instructors as well as arranging for activity leadership training to recruit new site instructors.
Appointed by:	<ul style="list-style-type: none">• Itchen South District Scouts
Responsible to:	<ul style="list-style-type: none">• Campsite Manager
Responsible for:	<ul style="list-style-type: none">• Ensuring that site led activity sessions are staffed with an appropriately qualified (where necessary) activity instructor.
Key Alliances:	<ul style="list-style-type: none">• Campsite Manager• Campsite Warden• Bookkeeper• Bookings Secretary
Internal contacts:	<ul style="list-style-type: none">• Scouting groups visiting the site
External contacts:	<ul style="list-style-type: none">• Non-Scouting groups visiting the site
Key tasks:	<ul style="list-style-type: none">• Ensure that all users and visitors to the site have a quality experience.• Liaise with Bookings Secretary in the processing of activities bookings in a timely fashion.• Arranging staffing for site led activity session bookings.• Keeping up to date records of site activity instructors.• Arranging activity leadership courses for current and new activity instructors.• Recruiting of new activity instructors.• Liaise with the Campsite Warden to ensure they are aware of forthcoming activity sessions.
Time commitment:	Approx. 3-5 hours per week, weeknights/weekends.
Terms of appointment:	Voluntary role. 3 years with the possibility of extension after appointment review.
Expenses:	Any reasonable and appropriate expenses incurred will be reimbursed.

Person specification

Skills and abilities:

- Communicate effectively both verbally and in writing.
- Plan, manage and monitor own tasks and time.
- IT skills - Use computer technology, e.g. email, spreadsheets, booking database, calendars.
- Able to work as part of a team.

Personal qualities:

- Acceptance of the fundamentals and key policies of the Scout Association.
- Provide accurate advice and guidance to others.
- Flexible approach.
- Resourceful, energetic and enthusiastic.
- Self-motivated.

How to apply

Key dates

The closing date for applications is **19 November 2018**

Process

To apply for this role, please complete the [Application Form](#) and return completed applications to volunteer@isdsc.org.uk

Interviews be held after the application sift.

Further information

For an informal conversation or to find out more about the role please contact our District Commissioner on mark.langdown@isdsc.org.uk