

<b>Post Title</b>	<b>Holiday Camp Supervisor</b>
<b>Division</b>	<b>Healthy &amp; Active Communities</b>
<b>Section</b>	<b>Healthy &amp; Active Communities</b>
<b>Location</b>	<b>Citywide</b>

<b>Responsible to</b>	<b>Active Schools Coordinators, Assistant Operations Managers</b>
<b>Responsible for</b>	<b>Any immediate reports</b>

### **Job Purpose**

- 1 To deliver high quality holiday camp coaching and activities within Sport Aberdeen's Holiday programme.
- 2 To provide supervision and support to staff to ensure the delivery of high quality holiday camps as part of Sport Aberdeen's Holiday programme.

### **General Responsibilities**

- 3 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 4 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 5 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by Sport Aberdeen and/or key partners.

### **Operational Responsibilities**

- 6 To supervise staff within holiday camps and provide constructive and informed feedback on staff performance.
- 7 Ensure all activities are safe and appropriate to the age and abilities of participants.
- 8 Adhere to Sport Aberdeen's Child Protection Procedures.
- 9 Ensure high standards of customer care and presentation are maintained at all times.
- 10 To effectively contribute to the continuous improvement of holiday camps.
- 11 Be responsible for completion of registers and other paperwork such as signing in and out sheets, ensuring they are kept up to date and copies are passed to the relevant Sport Aberdeen staff.
- 12 Ensure that all equipment is checked prior to use, set up and tidied away after each session.
- 13 Report any defective equipment requiring replacement or repair.
- 14 Meet and welcome children, young people, parents and carers and work with them to aid the settling in of children and young people to holiday camps.

## Methods of Working Expectations

The post holder will be expected to:

- 15 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 16 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 17 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 18 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 19 Undertake appropriate training associated with the duties of the post.

## General Conditions

- 20 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

- 21 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 22 The Company operates a no-smoking policy.
- 23 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by: Nickie Scorgie - Head of Human Resources & Organisational Development

Graeme Dale – Head of Sport and Active Communities

Date: January 2020