

# Activity Leader Job Description



## Company Overview:

PLUS Education is a global organisation established almost 50 years ago. We plan, organise, coordinate, and run residential English summer camps for international young learners between the ages of 8 and 17, and we are currently recruiting Activity Leaders for our UK based summer program.

## Overview of the Position:

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with the organisation's stringent safeguarding policy.

Activity Leaders are responsible for leading students on excursions, conducting walking and bus tours of sights, interacting with, and engaging with students on campus and on excursions by conducting activities, and assisting with check-ins and check-outs. Activity Leaders work under the direct supervision of the Activity Manager.

In addition to a salaried wage, full room and board is provided for the duration of employment if required. PLUS employees are expected to work a flexible schedule; night and weekend work is required to meet the demands of the programme and no vacation time can be honoured during the contracted employment period. Regional travel is required and will be provided by PLUS. Employees are responsible for all travel and moving costs to and from campus location prior to and at the conclusion of their contract. Travel to excursion destinations and any work travel during the contracted period will be covered by PLUS.

## Duties and Responsibilities:

The following is expected of Activity Leaders:

### **Standard Expectations**

- Interact with groups of international high school students and their Group Leaders in a professional, enthusiastic, and customer service-oriented manner
- Be familiar with, adhere to, and enforce PLUS policies and procedures
- Ensure the safety of all participants, including taking them to the hospital, if necessary, and documenting all hospital visits for insurance purposes
- Be familiar with campus-specific information, including everything in the PLUS Manual
- Maintain frequent communication with PLUS staff and management
- Be on call every night for the duration of the programme
- Assist with emergency situations, as needed

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- Complete all PLUS assessments received during employment period
- Assist in other duties as assigned and as they arise

## Off-Campus Activities (Excursions)

- Lead groups of students and their Group Leaders on off-campus excursions, while providing them with information about tourist sights
- Interact with participants on the coach buses on the way to and from tourist sights, doing activities, playing games, etc.
- Engage with and conduct activities with students during their “free time”
- Conduct walking and bus tours of sights for participants; be familiar enough with the PLUS Manual to present the information and tours in a high-quality manner
- Assist the Activity management team in ensuring that excursions run smoothly
- Coordinate and lead day and overnight trips, as instructed
- Supervise students on the buses and at the tourist sights
- Greet students and their Group Leaders at the airport
- Provide a “welcome speech” upon picking them up and coordinate with bus drivers to ensure groups are transported safely back to campus
- Assist with check-ins and check-outs and be on-duty and on-call on a rotating basis

## On-Campus Activities

- Supervise and participate in on-campus activities
- Coordinate and lead on-campus activities, as requested
- Attend and participate in all the following activities: talent shows, graduation ceremonies, and presentations that orient students to the PLUS programme
- Conduct campus tours for participants and encourage student participation in events
- Liaise with Group Leaders, understanding and addressing their expectations and concerns
- Attend and/or conduct meetings with Group Leaders, as needed

## Participant Interaction

- Interact with groups of international students and their Group Leaders in a professional, enthusiastic, and customer service-oriented manner
- Engage with students as much as possible to help improve their conversational English skills
- Encourage student participation and involvement in the PLUS programme
- Eat and converse with PLUS participants during mealtimes

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## Student Supervision

- Supervise students in the residence halls and dining hall
- Supervise students during excursions and on-campus events, as instructed
- Be on-duty on a rotating basis

## Office & Miscellaneous

- Attend daily staff meetings
- Responsible for tracking Company spending
- Responsible for appropriate use and documentation of company card, as needed
- Assist in the distribution, tracking, and reconciliation of travelcards, meal vouchers and other
- Assist in administrative tasks, including assisting the Academic Supervisor to ensure all academic needs are met
- Assist in preparing the campus for students' arrival
- Assist in participant check-in and check-out processes and changeover periods
- Assist the Activity team as necessary and as requested
- Assist in the distribution of boxed meals
- Walk students to and from classroom buildings, as instructed

## Skills required

- Native or C1/C2 level English speaker
- Enthusiastic and positive, take initiative and be creative
- Excellent communication skills and ability to work as part of a team
- Willing and able to work long hours

## Desirable Experience

- Working with children and/or young people
- Leading tours and/or excursions

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18. Roles start June/July and run for 2-10 weeks. A minimum commitment of 2 weeks is required.

**Please note that for our UK campuses, you must already have the Right to work in the UK.**

Good luck and we look forward to receiving your application!