Job Description Activity Coordinator

**Line Manager:** Centre Manager

**Line Manager Reports to:** Operations Manager

**Responsible for:** Coordinating social programmes and assisting Centre Manager with centre and welfare issues.

**Purpose:** Activity Coordinators are charged with the organisation of social activities, sports and evening events throughout the LSC centre; booking, reconfirming and supervising activities and excursions, as well as managing a team of Activity Leaders and liaising with Group Leaders.

**It is not an office-based job with regular hours. You must be outgoing, confident, flexible, be able to manage and motivate others, and be prepared to help with their work when necessary.**

**This is a residential position, and you will receive full board accommodation on the relevant campus, usually in the same areas as the students and leaders.**

**Responsibilities & Tasks**

**GENERAL**

1. To live on-site, board and lodging provided as part of the salary package, from a minimum of three days prior to the start of the course until the last contracted day.

2. Familiarising yourself with the campus of the centre where you are based, and also the nearest town.

3. To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.

4. Liaising with the team of LSC staff at the centre, and developing a friendly and co-operative atmosphere.

5. Ensuring that the company's health and safety guidelines are followed, both on campus and when students are on off-site excursions.

6. Wearing the LSC uniform provided as directed by the Centre Manager.

7. To act in a seemly and professional manner with all of LSC's agents, clients and staff and not to engage in any activity which may bring LSC or the designated host campus into disrepute.

8. To read and be fully conversant with the staff handbook, relevant Child Protection documents, Safeguarding Policy and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment).

**ADMINISTRATION**

9. Keeping comprehensive written records for the centre (including an end of course report) and running the centre within the agreed budgetary guidelines.

10. Organising & scheduling the work of the team of Activity Leaders in the centre so they are utilised efficiently.

11. Checking and supervising Activity Leaders to ensure social programme events are run correctly.

12. Organising the Activity Leaders to assist with meal duties, curfews and Conversation Club as and when instructed to by the Centre Manager.

13. Assisting with student arrivals, including checking arrival times, handling room allocations, giving a welcome talk, arranging the provision of food when necessary and a tour of a campus.

14. Liaising with the Centre Manager and/or the Accommodation Manager to organise a schedule for Activity Leaders to assist with arrivals and departures.

15. Assisting with student departures, including checking departure times, checking rooms for damage and ensuring that buses leave in plenty of time to reach the point of departure on time.
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16. Liaising with the Director of Studies to ensure all group schedules correspond, providing relevant information for teachers to use (with regards to excursions and activities the students will be doing) and timetabling teachers for excursions and activities when necessary.

17. Recording and reporting Activity Leaders working hours and delivering timesheets to payroll as per company guidelines.

EXCURSIONS

18. Researching, planning and coordinating full and half day excursions as included in the social programme.

19. Ensuring that Activity Leaders are motivated & equipped with the correct information and resources to lead successful excursions.

20. Confirming or cancelling at least 1 week in advance all coaches and entrances for the social programme, and preparing any vouchers, tickets or cash required.

21. Preparing name lists, coach signs, excursion information packs and emergency numbers for coaches and trains on excursions.

22. Keeping detailed records of all vouchers, tickets and coaches as per company guidelines.

23. Ensuring all booking numbers, dates & times are up to date at all times as per company guidelines.

24. Any optional excursions or activities sold to clients should be sold at the correct prices as set out by LSC Head Office and all receipts and logs of this kept updated at all times.

CAMPUS ACTIVITY PROGRAMME

25. Planning, publicising and organising student events, such as sports tournaments, talent shows, quiz nights and ensuring they are supervised and that activity staff participate fully in such events.

26. Ensuring that the campus activity programme provides variety and quality.

27. Confirming discos, theatres, auditoriums, sports halls and other social programme room bookings and keeping up to date records of any changes or additions made.

28. Ensuring Conversation Club enrolments are honoured and organising the scheduling for the Drama and Dance Courses (in select centres only).

29. Participating wherever possible and whenever necessary in activities and excursions, especially if outside of peak periods, and mixing with group leaders and students on a regular basis.

30. Preparing and updating the LSC notice boards and signs around the centre to ensure students and leaders are kept informed and that LSC is a visible presence on the campus.

WELLFARE

31. To work with the Centre Management team in taking a role to actively promote the welfare of all LSC clients, including agents, students and group leaders at all times and in reiterating the importance of good welfare practice to all members of staff.

32. To deal with and be responsible for the individual welfare needs of each student and to liaise with Group Leaders with regard to the welfare of students in their charge.

33. To help advise students on coping and dealing with unfamiliar situations.

34. To be a point of contact for any welfare problems and to make this visible to all students & staff.

35. To be aware of the designated First Aider on site and report to them when First Aid is required.
36. Ensuring all company and university Health & Safety guidelines are adhered to.

37. Develop positive relationships with students, earning their trust while maintaining proper professional boundaries e.g by not favouring particular individuals.

38. Carrying out LSC’s safeguarding policy and ensuring others in the centre do the same.

Rates of Pay

Current pay rates can be found on our website at www.lsc.ac

The role is 6 days a week and the rate of pay includes holiday pay. Full board accommodation is provided during the period of employment by LSC. Working hours will include evenings and weekends.

All staff have a duty of care at all times. Clearly there are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.

LSC Summer Schools Staffing Structure