

Job Title Summer Camp Director

Responsible to: Programme Manager

Job Purpose

To co-ordinate and manage Greenhill YMCA Summer Adventure Camp (SAC).

Duties and Responsibilities

To develop a summer camp programme of activities for young people aged between 6 and 14 years old.

To oversee the day to day running of Greenhill YMCA Summer Adventure Camp.

To deliver SAC activities where required.

To manage a small team of local and international volunteers (approx. 10)

To take responsibility for budgets agreed with Programmes Manager and adhere to YMCA purchasing procedures

To administrate volunteer training records, including the updating of the training matrix.

To be able to work flexible working hours including at least one evening per week.

To support and uphold the ethos and value base of Greenhill YMCA.

PERSON SPECIFICATION

- Be highly motivated
- Be highly organise
- Have experience working with young people
- Demonstrate an ability to manage a young energetic team
- Have good administration skills
- Be prepared to work flexible and unsociable hours
- Be in agreement with YMCA principles
- And of course have lots of energy to give

- Live on Greenhill site for the duration of employment

PAYMENT RATES

Salary: £300 per week

In addition the Director will be provided with accommodation (free of charge) for the duration of employment.