



Job Title: Activity Instructor (18+)
Employer: Xplore
Location: Various
Contract: Fixed-term (Extended Season, Easter and Summer)
Salary: Dependent on experience & qualifications
Hours of work: 48
Department: Operations
Reporting to: Centre Manager

Role overview:

To deliver safe and enjoyable activity sessions for groups of approximately 12 Xplore participants in the activity (or activities) that you hold a National Governing Body award for (e.g. Archery, Canoeing, Climbing, etc) as well as activities that you complete through in-house training.

Person Specification

Essential		Desirable
Qualifications		Full clean Drivers Licence Relevant NVQ or Degree. Valid first aid certificate.
Experience		At least 1 years' experience in the industry and working with children and young adults.
Knowledge	Willingness to learn	
Skills		Proven leadership skills as well as being able to work with and lead a team.
Attitude	Passionate about working with children and young adults. Friendly and enthusiastic. Flexible with working hours of the day to meet the demands of the job and willing to go 'that extra mile'	

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Responsibilities:

- To oversee the safety and well being of children, and accompanying adults, under your instruction.
- To attend internal and external training courses organised by Xplore.
- Supporting children in non-activity time with their needs.
- Supervise excursions and ensure groups leave/ arrive on time, as well as ensuring entrance times are met.
- To take responsibility for an activity area that you are competent in and ensure that Xplore guidelines are adhered to.
- To assess other staff in activities for which you hold an up to date relevant NGB.
- Supervising activities, which you have been trained and assessed in so you are able to lead.
- To be familiar with all the statements in the site specific Xplore Health & Safety Policy Statement and Company Culture to observe safe working methods.
- To plan appropriately for the activities that you are timetabled for.
- To follow the systems in place for equipment management and record keeping.
- To protect and conserve all properties belonging to the company.
- At least once per week carry out the duties for 'Duty Day'
- Remain on the premises at all times;
- Check communal rooms and external facilities;
- Supervise the orderly conduct of meals;
- Patrol the building after lights out to ensure all the children are settled;
- Secure the building;
- Report any incidents to senior staff.
- To assist any person requiring medical treatment or refer to a qualified First Aider.
- Assist in the changeovers for the arrival and departure of children in whatever capacity is required.
- To report any accident or near miss occurrence.
- To report faults on machinery, activity equipment, fabric of the building and vehicles.
- To assist in the checking and maintaining of activity equipment according to In-House training.
- To assist in the continued maintenance of any Xplore centre and equipment.
- To assist in the moving of equipment to and from Centres and the set-up, and takedown of that equipment when necessary.