



Experienced Activity Coordinator for International Junior Summer Camp, Episkopi, Cyprus

Title: Activity Coordinator

Responsible to: Centre Manager

Hours: As required - minimum 42 hours per week (6 days a week)

Contract length: 10 weeks from June 7th to August 15th 2011

KEY RESPONSIBILITIES

The Language Explorer Activity Coordinator is responsible for all aspects of the activity programme and must be able to demonstrate exceptional organisational and leadership qualities. The nature of the job requires a high level of fitness, energy and enthusiasm. Previous residential school and or summer camp experience is an essential requirement as is the ability to effectively organise a team of staff/animators to ensure that the students are provided with a stimulating programme of activities. The ability to plan and lead activities is important, but the Language Explorer Activity coordinator also spends time organising the programme and supporting the Centre Manager in all aspects of summer camp management.

PROFILE OF APPLICANT

- Ability and confidence to use own initiative lead from the front, think on ones feet and by example, nurturing a positive team atmosphere through encouraging and supporting staff in their daily duties and providing assistance and advice as required.
- Excellent organisation, administration and multi-tasking skills
- Ability to work well under pressure and adapt efficiently to an ever-changing environment.
- Have good time-management skills
- Possess a genuine empathy with teenagers from diverse cultures.
- Have excellent interpersonal skills
- Good sense of humour
- Outgoing and broad minded character
- Be flexible
- Be tolerant of cultural differences
- Hold a first aid certificate
- Hold a clean driving license
- Permission to work in Cyprus
- Excellent command of English
- Available to attend induction in Cyprus prior to commencement of contract
- Available to work for entire contracted time (the language explorer Cyprus cannot accommodate holiday requests during the period of time that the summer camp is operating)