

JOB DESCRIPTION

Post Title: Camp Support - Resources

Hours Per Week: 35

Type of Contract: Seasonal- 9 week role- 1st July to 31st August 2019

Reports to: Logistics Coordinator

Main Purpose: To support Logistics Coordinator in the organisation, maintenance and distribution of resources throughout the summer season both at our warehouse and at our Over The Wall camps.

Main Duties and Responsibilities: Organise / prepare resources for transport while liaising with the haulier companies regarding the collection and drop off dates / times with guidance from the logistics coordinator.

Meet the lorry to load and unload resources before / after camp and ensure the warehouse remains in an organised and tidy condition.

Monitor and manage the stock levels of resources in the warehouse during camp sessions.

Maintain the system and layout used in the warehouse and support other teams to follow this system.

Take the lead setting up and facilitating the camp shop.

Help support campers and volunteers during camp session including delivering training where needed.

Take a lead role during set up days at camp. This includes facilitating and organising resources needed for corporate set up days.

Take a lead role on departure day ensuring we reset for the following camp after each session.

Work closely with the logistics coordinator in the build up to camp sessions.

Attend residential camps; these last between 8 and 10 days.

Other adhoc duties as requested.

PERSON SPECIFICATION

Headings	Essential	Desirable	Means of Assessment
Physical requirements of the post	<ul style="list-style-type: none"> This role is physically demanding including long work hours at camp. At various times you will also be required to lift heavy objects during and in preparation for camp 		Application Interview Reference
Previous or relevant experience necessary	<ul style="list-style-type: none"> Experience managing and maintaining stock levels 	<ul style="list-style-type: none"> Previous experience at a serious fun camp or in a similar setting Experience working with children and teenagers 	Application Interview Reference
Aptitudes and skills required	<ul style="list-style-type: none"> Strong organisational skills with the ability to multitask and prioritise their work tasks. Excellent communication skills Recognises limitations and seeks guidance as appropriate 	<ul style="list-style-type: none"> Excellent IT skills and understanding of the importance of effective record keeping 	Application Interview Reference
Personal qualities/temperament	<ul style="list-style-type: none"> Hard-working and enthusiastic team player with a desire to support others around them. Flexible, adaptable and uses initiative. 	<ul style="list-style-type: none"> Innovative skills and an ability to adapt and overcome obstacles Ability to critically evaluate the effectiveness of systems and storage 	Application Interview Reference
Special requirements of the post	<ul style="list-style-type: none"> Able to travel to and attend residential camps in a range of locations across the UK 	<ul style="list-style-type: none"> Full driving licence Location in the UK 	Application Interview Reference