



Job Description

Role Title: Assistant Camp Manager - Residential
Department: Programme
Reporting To: Camp Manager
Type: Full Time Permanent -Residential (mainly weekend work and flexibility in working days/hrs required)

Job Purpose:

The Assistant Camp Manager will be responsible for the day-to-day running of our residential and day programmes in conjunction with, and in the absence of the Camp Manager. The role will be responsible for the camper, volunteer and staff experience, ensuring we meet the aims and objectives of the programme and Therapeutic Recreation model.

Responsibilities Specific to the Post:

- Lead the day to day running of onsite and day programmes, providing Director on Duty and 'On-Call' cover.
- Act as a Designated Liaison Person for Child Safeguarding.
- Continually strive to improve our camper and volunteer experience, proposing new ways of working and opportunities for growth.
- Develop our camper evaluation tools and use feedback gathered to continually develop our programmes.
- Create seasonal rosters for staff.
- Coach and develop direct reports, set regular 1-1's and provide ongoing feedback.
- Lead seasonal staff recruitment from application stage to training.
- Deliver seasonal staff training & volunteer orientation.
- Drive inclusion between our volunteers and staff.
- Lead the Camper Leadership Programme from recruitment to facilitation.
- Be an active member of multidisciplinary teams – e.g. Inclusion & Diversity.
- Maintain and update programme policies and procedures.

Essential Criteria

- Previous experience managing a team
- Experience of operations and project management
- Personal commitment and motivation to provide excellent programmes for campers, volunteers and staff.
- Excellent working knowledge of Microsoft outlook, word and excel along with database experience.

Knowledge, Skills and Competencies

- Ability to work in line with Barretstown's core values and mission at all times.
- Embrace change and new ways of working.
- Strong organisation and administration skills to effectively prioritise and manage a varied workload.
- Strong communication and interpersonal skills.
- Team player with the ability to work on own initiative.

Benefits:

- Competitive Salary (DOE)
 - Permanent position (subject to probationary period)
 - Pension
 - Healthcare
 - Privilege days & Service days
 - Residential with meals while camp is in session and accommodation are provided.
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Note: *this job description will be reviewed and updated in line with the needs of the organisation.*
Barretstown is committed to providing equal opportunities throughout the employment process
