



Job Description – Camp Manager

Salary: £569.25 - £660 per week dependent on qualifications and experience.

A Camp Manager is in charge of the day to day operations of camp and reports directly to the Area Manager. Throughout camp, you must portray a fun, professional and approachable demeanor whilst ensuring all safeguarding policies are adhered to. You must be able to act with initiative when needed to manage situations.

As a Camp Manager, you will be responsible for directly managing the staff at the camp and ensure that each one is fulfilling their role requirements whilst adhering to the Mega Camps Policies & Procedures. You will be required to hold regular personal development 1 to 1's with all the team, of which, feedback should be reported directly to your Area Manager. It is necessary that the Camp Manager always has a clear understanding of the camp, its procedures, the dynamics of how it works and must reflect this through all staff.

Part of your role will be to pro-actively pre-plan the day's activities using the equipment available. This will need to be communicated with your team as part of a morning briefing. Feedback should also be actively gathered by means of an end of day debrief, contents of which must be shared via email with your Area Manager.

All Camp Managers will be required to provide in-depth feedback on how we can improve our product and it's delivery.



Key Responsibilities

- Appointed Safeguard Lead.
- Be contactable throughout the camp by staff, head office and parents.
- Manage the team effectively.
- Ensure all team members are used to their strengths.
- Set up and down the venue when required.
- Ensure standard of product delivery are kept at all times.
- Attend de-brief meeting(s).
- Ensure camp venue and staff adhere to all policies.
- Communicate directly with parents.
- Manage any staff or customer grievances.
- Daily feedback/reports to Area Manager.
- Management of all daily processes and procedures.
- Pre-plan daily activities using the equipment provided.
- Ensure camp stock inventory is kept up to date and required supplies requested in a timely fashion.
- Ensure all camp equipment is return as received.
- Increasing footfall at camp by providing excellent service and generating repeat customers.
- Being able to adapt to the needs of the business.

NB: As a Camp Manager your role will include a range of other tasks and responsibilities which are not listed above.