



Job Description – Activity Coordinator

Reports to: Camp Manager

Overall Purpose:

The Activity Coordinator is responsible for leading, organising, and overseeing high-quality sports and recreational activities across camp. This role not only ensures that sports sessions are fun, inclusive, and safe, but also takes a proactive role in ensuring the effective scheduling and delivery of all activities. The Activity Coordinator will support the Camp Manager in maintaining a professional, energetic, and engaging environment, ensuring all activities meet high standards, and that all coaches are delivering their sessions effectively.

Key responsibilities include managing the activity timetable, assisting coaches to improve delivery, and ensuring that all activities are conducted safely and in line with Mega Camps' standards.

Key Responsibilities

Activity Delivery & Leadership

- Lead and deliver a wide range of age-appropriate sports and recreational activities using Mega Camps' guides and your own expertise.
- Ensure all activities are engaging, safe, and inclusive by adapting games, drills, and sessions based on group size, ability, and behavior.
- Provide clear instructions, demonstrations, and safety briefings before each activity.
- Encourage teamwork, sportsmanship, and positive participation in all sessions.
- Bring energy, enthusiasm, and creativity to keep sessions enjoyable for all participants.

Timetable Management & Coordination

- Develop, organise, and manage the timetable for all activities, ensuring smooth scheduling and communication across different programs (sports, recreational activities, etc.).
- Collaborate with the Camp Manager to ensure a balanced and engaging mix of activities that cater to different participant needs.
- Ensure that changes or updates to timetables are communicated effectively to staff and participants in a timely manner.

Coaching Support & Quality Assurance

- Monitor activity sessions to ensure coaches are adhering to high standards of delivery.
- Provide guidance, feedback, and support to coaches to help improve activity quality, engagement, and safety.
- Step in to assist coaches when necessary to ensure activities are delivered to the required standard, providing hands-on support as needed (e.g., behavior management, activity delivery).
- Foster a positive, collaborative atmosphere among staff, offering mentorship and development where required.

Operational Support & Equipment Management

- Assist with the setup and breakdown of activity areas and equipment daily, ensuring everything is properly maintained and organized.
- Regularly check all sports and recreational equipment to ensure it is safe, functional, and well-organized.
- Monitor inventory and request replacements or stock refills when needed.
- Maintain a clean, safe, and well-organized environment throughout all activity areas.

Safety, Safeguarding & Compliance

- Follow all safeguarding, behavior management, and health & safety procedures at all times.
- Ensure all activities are delivered safely, with appropriate supervision and risk assessments.
- Report any incidents, injuries, or concerns to the Camp Manager promptly.
- Monitor staff-to-participant ratios across activities, adjusting staffing if necessary and informing the Camp Manager of any issues.

Teamwork & Communication

- Work closely with the Camp Manager and all activity staff to support daily planning and camp operations.
- Communicate effectively with children, staff, and the management team, ensuring smooth operations and clarity across all activities.
- Support less experienced coaches by offering guidance, feedback, and activity ideas.
- Promote a positive, supportive, and professional atmosphere at all times, both with participants and the team.

Flexibility & Adaptability

- Adjust sessions based on weather, equipment availability, or group needs, using initiative to adapt quickly.
- Respond calmly and effectively to challenging or fast-paced situations, ensuring smooth operations at all times.
- Perform additional duties as required to support the overall success of camp activities and operations.

Qualifications & Skills

- Proven experience in coordinating or leading sports or recreational activities.
- Strong organisational skills, with the ability to manage timetables and multitask effectively.
- Experience coaching or facilitating sports, with a focus on maintaining high standards of delivery.
- Ability to offer constructive feedback and support to staff to improve performance.
- Strong communication and interpersonal skills.
- A passion for creating a positive, inclusive environment for all participants.
- First Aid certification (or willingness to obtain).