



# MAVERICKS DAY CAMPS

CAMP MANAGER

## JOB DESCRIPTION

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As a Camp Manager, you will be overseeing each of the camp age groups ensuring that in each group your team deliver the highest level of childcare in a safe, happy, stimulating environment. You will be based in one of Mavericks Day Camps amazing locations. Experience of leading and supporting a team is required to transfer to this role and deliver outstanding holiday experiences.

## MAIN RESPONSIBILITIES

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### Operational

- Ensure your team deliver an unforgettable camp experience to parents and children
- Ensure standards, ratios and conditions are maintained at all times
- Maintain up-to-date records for all children
- Implement health and safety policies, ensure fully operational on a daily basis
- Audit, evaluate and manage risk ensuring any remedial action is taken immediately
- Establish high standards of organisation and co-ordination within your camp
- Action and monitor any parents' child-related issues
- Build and support a strong relationship with the school and families
- Assist in the development of childcare standards, procedures and information systems
- Evaluate the quality of childcare within each department, identify and address areas needing development

### Communication

- Actively promote Mavericks Day Camps to families and in the community
- Encourage good communication links between camper's families
- Establish, develop and maintain professional working relationships with other camp managers, school staff and external companies



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## Personnel

- Manage staff reviews, appraisals and any disciplinary or grievance matters
- Ensure all new staff follow an induction programme, are mentored and trained
- Ensure all childcare staff are trained, motivated, appraised and developed in a positive and effective manner
- Support and supervise all staff with their day-to-day duties
- Monitor staffing levels and liaise with the Camp Director

## Financial

- Manage care, maintenance and security of equipment and toys
- Monitor and control department costs
- Inventory checks

## ESSENTIAL REQUIREMENTS

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- At least 2 years' experience in a childcare environment
- Excellent communication and administration skills
- Ability to use initiative, plan, organise and prioritise work load
- Experience in Management
- Experience with a wide variety of ages
- Valid Full or Emergency Pediatric First Aid Certificate
- Fluent in English
- Enhanced disclosure required through the 'Disclosure and Barring Service (DBS)
- UK/EU Passport holder
- UK National Insurance Number
- UK Bank Account