

SCRIPTURE UNION SCOTLAND

LENDRICK MUIR

JOB DESCRIPTION: SEASONAL ACTIVITIES INSTRUCTOR



JOB TITLE:	Seasonal Activities Instructor
LINE MANAGER:	Activities Manager
LOCATION:	Lendrick Muir
PURPOSE:	Working as part of the staff team, to assist the Activities Manager in the delivery of activities, playing a full part in the delivery of school residential experiences and being involved in the development of the range of activities being offered by the centre.
CONTRACT TERM:	27 th February to 31 st August 2012

TASKS AND RESPONSIBILITIES:

Centre

1. To support the Activities Manager in delivery and development of the activities offered by the centre, including:
 - Leading and Instructing activities.
 - Maintenance of activities equipment and infrastructure.
 - Assisting the Activities Manager with the training of the Trainee Activities Instructors, both on-site activities and working towards NGBs
 - Supervision of the Activities Team as delegated by the Activities Manager.
 - Undertaking responsibility for areas of activities development.
2. Provide activities for School Residential Experiences (thereby supporting the Schools Programme) through:
 - Leading activity sessions and group work.
 - Taking responsibility for the co-ordinating of the activities programme for a visiting school group in consultation with Schools Programme Co-ordinator.
 - Involvement in the evening programme of activities.
 - Input to educational content for schools taking into account the curriculum.
 - Flexibility to work across departments as needs arise.
3. To participate fully in the life and ministry of the Centre. This will include:
 - Attendance at staff fellowship.
 - Attendance at daily morning prayer meeting.
 - Modelling a Christian lifestyle, values and work practices.
 - Demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
 - Fulfilling the role of duty staff member as part of a rota.
 - Playing a part in promoting SU Scotland's work and help to encourage more prayer support, financial giving and volunteer involvement.

Within the wider SU Holidays programme

1. To undertake activity instruction at other centres and venues used as part of the SU Holidays programme.
2. To be flexible in assisting other staff and volunteers, where necessary, which may sometimes include duties different from and additional to those mentioned above, as may be determined by the Activities Manager.

IN COMMON WITH ALL SU SCOTLAND EMPLOYEES:

- Further the aims and objectives of Scripture Union Scotland.
- Undertake personal development through active participation in annual work reviews, supervision and identified training (internal, external or other) as required.
- Take part in other Scripture Union activities where appropriate.
- Demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.

NOTES

The work rota for this post is usually 1 full weekend working, 1 Saturday working, 1 full weekend off. However training, holidays and unusually large group bookings may necessitate a change or increase in this pattern.

January 2012