

# Seasonal Campsite Assistant

## Job Description



**JOB TITLE:** Seasonal Campsite Assistant

**LOCATION:** Scoughall or Kingscross

**RESPONSIBLE TO:** SU Holidays Facilities Coordinator

**CONTRACT TERM:** Full-Time 37.5 hrs per week  
68 days (9 weeks, 5 days) contract with start date on 19<sup>th</sup> or 29<sup>th</sup> June and end date on 22<sup>nd</sup> August or 1<sup>st</sup> September depending on location. Included in the 68 days is a compulsory training weekend on 16<sup>th</sup> - 18<sup>th</sup> June at Kingscross.

### **OVERVIEW/PURPOSE**

Working as part of the SU Holidays team to provide a high standard of service and support at one of our seasonal campsites during the 2017 SU Holidays programme. Accommodation and all meals are provided on site.

### **WORKING RELATIONSHIPS**

#### **Internal:**

*Scoughall Campsite Assistants:* line managed and supervised by the SU Holidays Facilities Coordinator;

*Kingscross Campsite Assistants:* line managed by the SU Holidays Facilities Coordinator and supervised on a day to day basis by the Kingscross Campsite Manager.

#### **External:**

Provide support to the various SU Holidays Team Leaders to ensure the smooth operation of the campsite for their events.

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **1. Set-Up/Take Down**

- Assist the set up team at the beginning of the summer to prepare the campsite for guests. This will include setting up tents, preparing equipment, general cleaning of buildings and ensuring that the site is presentable and is ready to receive guests.
- Assist the take down team at the end of the season to take down and store tents for drying, pack up equipment, tidy and clean the buildings and ensure the grounds are neat and the site secure.

#### **2. Cleaning**

- Ensure that the campsite buildings are kept clean and hygiene levels are maintained. This includes the cleaning of toilets and shower areas and ensuring that there are appropriate supplies of cleaning materials throughout the season.
- Ensure that all kitchen laundry is kept up to date which will involve collecting dirty laundry, overseeing the cleaning of the laundry and supplying fresh laundry each day.

#### **3. Maintenance**

- Carrying out basic maintenance where required on site, including grass cutting, painting, hedge trimming while alerting SU Holiday staff to any urgent maintenance requirements.
- Performing regular walk rounds to ensure the safety and security of the site.

#### **4. Activities**

- Assisting SU Holiday Team Leaders in the smooth running of the on-site activity programme at each event, including assisting in setting up equipment.

#### **5. Office**

- Welcoming SU Holidays Team Leaders and team members on-site at the start of each event.
- Operating the on-site tuck shop

#### **6. Other**

- Take part in daily devotions with the on-site event team and attend and participate in main bible teaching sessions when possible during events.
- Consistently demonstrate Christ-likeness in attitude towards others and behaviour at work.
- Attend SU Scotland's Big Celebration event in August at Lendrick Muir.

#### **7. In common with all SUS staff members:**

- 7.1. Further the aims and activities of Scripture Union Scotland
- 7.2. Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- 7.3. Taking part in other Scripture Union activities where appropriate.
- 7.4. Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- 7.5. Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

#### **Occupational Requirement**

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9),

This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

#### **Appointment will be subject to a satisfactory PVG Scheme Disclosure.**

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

February 2017