



Job Title:	Day Camp Coordinator (21+)
Location:	We have various sites across the UK
Contract:	Fixed-term – 24th June/ 1st July – 19 th August
Salary:	£328.80 - £345.60 (per week) less optional accommodation & lifestyle
Hours of work:	48 per week
Department:	Operations
Reporting to:	Centre Manager

About Us

Xplore has been one of the largest established independent youth travel providers for nearly 30 years, offering a range of activity, educational and cultural packages for children and young people, throughout the UK, Europe and worldwide on a residential, daily & boarding basis.

We are very aware that a company has to 'feel' right when you are looking for employment. We believe we are a company with a very sociable and friendly approach.

What will you do?

The Day Camp Coordinator is an integral part of Xplore as you will be the main contact for the dailies arrivals and will help them with their daily routine, making sure they arrive for their activities and meals, whilst they have a great experience making friends and enjoying life at camp. To gain employment you will have to successfully complete our in-house training.

You must:

- Have a childcare qualification.
- Have the sole focus of ensuring the very best holidays possible for residential individual language and activity camp bookings.
- Be familiar with your responsibilities in line with the company Welfare Policy & Prevent Strategy and proactively enforce these principles while working for Xplore.
- Be responsible for the pastoral care of all daily individuals activity camp bookings.
- Be responsible for individual activity camp bookings.
- Be available to the students all the times.
- Be the contact person for parents on arrival and throughout their stay (phone calls, emails, blogs and such like).
- Join in with, and helping students during their activity sessions.
- Be responsible for ensuring good behaviour and that all students are happy.
- Complete any tasks asked of by the Senior Team.
- Work alongside the Centre Manager in emergencies and to take students to the hospital or doctors if required.
- Be a positive influence and make contributions to the Xplore team and help out when needed to provide the very best holidays.



- Attend the centre morning meetings.
- Attend Staff training.
- Have a full clean Drivers Licence
- Be very organised and have a good level of English.
- Be computer literate & able to use Microsoft Word, Excel and Powerpoint.
- Be committed, caring, funny but also consistent, assertive and responsible attitude.

We are looking for:

- A confident communicator
- Industry experience
- Entrepreneurial spirit
- Multi-task at a fast pace
- Attention to detail
- Flexible and adaptable approach to work

Contact:

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