

# Ultimate Tech Leader

*Making school holidays extraordinary*

## The Details

- **Title:** Ultimate Tech Leader
- **Reporting to:** Camp Manager
- **Contract:** Seasonal work in summer school holidays.
- **Hours:** Monday to Thursday 8.30am – 5.30pm (except on Mondays when you will be expected to start at 8am to set up for the week. Overtime for this will be paid)

## Summary of Position

The Ultimate Tech Leader is responsible for the successful delivery of our Ultimate Tech programme, whilst ensuring the welfare and safety of the children on camp is maintained at all times. We are looking for enthusiastic and experienced professionals to help us follow through on our commitment to 'Inspire Children Every Day'.

The role of the Ultimate Tech Leader is to deliver outstanding technology and coding activities to small groups of 8- to 14-year-olds attending our Ultimate Tech Camps. You will be responsible for managing, motivating and supporting your Tech Instructors to collaboratively deliver fun and exciting technology and coding activities.

You will ensure successful execution of all policies and procedures, liaising with parents, school representatives and Head Office where necessary. As well as leading sessions, staff will contribute to the high standard of physical, emotional, and social care offered by the Ultimate Activity Company. There will be a Camp Manager on-site to provide support on care and parent issues.

## Duties and Responsibilities

- Prepare and deliver tech activities for children aged 8-14, focusing on participation, skill development and enjoyment.
- Directly manage a team of staff selected for you to ensure they deliver both the quality of care and the standard of activities expected at the Ultimate Activity Company.
- Ensure all policies and procedures on camp are adhered to by yourself, your staff and the children in your care, including all health and safety, and safeguarding procedures. This may include implementing new procedures to ensure camp runs smoothly and remains a safe environment for staff and children.
- Supervise and engage with the children outside of timetabled activities.
- Manage administrative duties and act as the main point of contact for the parents of the children attending Ultimate Tech Camps.
- Live up to the Ultimate Activity Camp promise of 'Inspiring Children Every Day' and behave in a manner that reflects the expectations of the company throughout your employment.
- Show the required energy, enthusiasm and professionalism for the duration of the season, acting as an ambassador for Ultimate Activity Camps and behaving as a suitable role model for children.
- Other ad-hoc duties (equipment maintenance/ordering etc).
- Deliver well structured computer based activities in a classroom environment with course materials provided.
- Assist the children with any questions or queries they may have throughout the course

*Bring your skills. Leave with more.*

## Essential Requirements

- An interest in IT or Computer Science
- An enthusiastic, energetic individual, who has experience in working with children and has a passion for helping young people develop their IT skills, able to tailor delivery and structure according to age and ability, adapting on the day.
- A natural leader with management experience, ideally within the IT teaching or holiday camp sectors.
- Excellent communicator, with strong face-to-face customer service skills. Candidates must be confident in their ability to talk to parents and host school staff.
- Problem-solving skills, and patience is required.
- Someone looking for a sometimes challenging but hugely rewarding and fun job in the holidays, looking to further their career in ICT teaching or the childcare industry.

## Desirable Requirements

- Hold a Paediatric First Aid (6 hour or 12 hour) qualification or be willing to gain one through the Ultimate Activity Company.
- Have had experience coding with Python and used a Microbit. This is not essential as we will provide training but would be great to have.
- Have or studying towards a Computer based qualification

## Benefits

- Paid pre-camp training programme to prepare you to be an Ultimate staff member.
- Subsidised First Aid qualifications and CPD opportunities.
- Each day is filled with rewarding work in an enthusiastic environment.