Spring Harvest Holidays
Job Responsibilities 2012

Job Title	**Seasonal courier (Team leader)**
Team	**Programme Section**
Responsible To	**Programme Manager**

Main Responsibilities:

- Give leadership to a children's or youth team to plan, organise and deliver age-specific programme in a 3 week cycle, integrating the spiritual teaching and theme into the daily activities.
- Working with the team on preparation of activities, preparation of venues, registration of children, supervision of groups, storage of materials and cleaning up.
- Encouraging and supporting children, young people and fellow team members with appropriate words, actions and prayer.
- Communication with parents on a group or individual basis.
- Reporting to the Programme Manager any concerns regarding the well-being of children or young people in your group.
- To attend and participate in daily programme team meetings and a weekly team leaders meeting, including playing an active part in prayer meetings.
- Preparing and delivering short talks, Bible readings and presentations as part of morning clubs, or evening worship for children and young people as is required.

Other responsibilities may include:

- Organising guest activities including walks, cycle rides and trips off-site
- Assisting with the organisation of sports activities, including boules tournaments and similar events
- Assisting with the evening celebration, including stewarding and preparation of the venue, musical and dramatic support, clearing and tidying of the venue
- Participation in the evening entertainments programme
- Assistance in other aspects of the running of the site including bar and restaurant work
- Cleaning of accommodation, assistance at worship and other events.
- Other duties as required by the Senior Management Team

A staff handbook will be provided to you, prior to the start of your work in France. Please read this carefully as it specifies a number of important policies to which all employees need to adhere, including health and safety guidance.