



Space Store Limited
Harwell Innovation Centre
173 Curie Ave
Harwell Campus
OX11 0QG

Summer Holiday Club Activity Coordinator – Fixed Term

Location: Oxfordshire

Responsible to: Managing Director

Working Hours: Summer Holiday Clubs starting 24 July through 31 August.

Contract: Fixed Term

Salary: Dependent on experience.

Holiday: 28 days per annum, including statutory holidays (pro-rated)

Equal Opportunities: Space Store strives to be an equal opportunities employer and commitment to this process will be expected.

About Us

Space Store has been created to INSPIRE, INFORM, and INVOLVE people with space. Because most people would love to experience space, our company aims to bring space to Earth through experiences. Starting in 2023, we have launched Space Activity Days (www.spacestore.co/activitydays). We aim to bring space experience to 5 – 11-year-olds during our summer holiday clubs.

The Role

Reporting to the Managing Director, the Summer Holiday Club Activity Coordinator will work in partnership with our Summer Holiday Club Activity Manager to put on amazing space-themed holiday clubs across Oxfordshire. The role would suit someone who has prior experience running holiday clubs, loves working with children, is DBS Enhanced certified, and is first aid trained. The role involves energising and leading 5- to 11-year-olds in space-themed activities that are educational in nature supporting the national curriculum. The ideal candidate will be highly organised and a 'people person' with a 'can do' attitude, creative, and able to quickly make decisions.





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Main Responsibilities and Activities

The successful candidate will:

- Assist and in some cases lead the operation of the Space Activities Day Programme to be held across Oxfordshire during Summer 2023 (www.spacestore.co/activitydays).
- Ensure the wellbeing of children is looked after at all times
- Ensure health and safety protocols are always maintained.
- Provide amazing experiences for groups of 10 – 40 children in the area of sport (astronaut raining), arts & crafts, games, and activities.
- Ensure all unit employees consistently demonstrate care and support to the well-being of the children.
- Strive in the achievement of total customer satisfaction.
- Ensure that every child and parent is given polite, friendly and personal service.
- Strive for nil customer complaints and turn negative customer experiences into positive ones.

About You

- Loves working with 5 – 11-year-olds and leading them in fun, engaging activities
- Loves Space and loves communicating about the wonders of space to young people in a compelling and understandable way.
- Good organisational, time-management and planning skills with the ability to multi-task, work under pressure and use own initiative.
- Ability to exercise effective judgement, discretion, sensitivity, creativity to changing needs and situations.
- A team player with the ability to work with customers and suppliers
- Self-motivated with a high energy level.
- Experience in childcare, in particular running holiday clubs, preferred.
- You must be 18 years of age or older to apply for this position

Apply

If you are up for the challenge, please submit your CV by email to the Managing Director, Stephen.Ringler@spacestore.co

