

October Half-Term Holiday - Activity Coordinator - Fixed Term

Location: Ladygrove Community Centre, Tamar Way, Didcot, OX11 7UQ

Reporting to: Operations Manager

Working Hours: Monday 23rd October - Friday 27th October, 8:30am - 4:30pm daily

Contract: Fixed Term

Salary: Dependent on experience

Holiday: 28 days per annum, including statutory holidays (prorated)

Equal Opportunities: Space Store strived 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. Since most people would love to experience space, our company aims to bring space to Earth through experiences. Starting in early-2023, we have launched Space Activity Days (www.spacestore.co/activitydays). We aim to bring space experience to 5-11 year olds during our space-themed holiday clubs.

The Role: Reporting to the Operations Manager, the Activity Coordinator will work closely with the Activity Manager and the rest of the team to put on amazing space-themed holiday clubs across Oxfordshire. The role would suit someone who had prior experience running holiday clubs, loves working with children, is DBS Enhanced Certified and is first aid trained. The role involved energising and leading 5-11 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.

Main Responsibilities and Activities

The successful candidate will:

- Assist and in some cases lead the operation of the Space Activity Days programme to be held at Ladygrove Community Centre, Tamar Way, Didcot, OX11 7UQ over the October Half-Term (Monday 23rd-Friday 27th October 2023).
- Ensure the wellbeing of children is looked after at all times.
- Ensure health and safety protocols are always maintained.

Space Store Oxford
118 Covered Market
OX1 3DZ

- Provide amazing experiences for groups of 10-40 children in the area of sport (astronaut training), arts and 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 multitask, 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 Operations Manager, lakshya.sethi@spacestore.co