



Challenge yourself and gain hands-on experience this Summer 2021!

ES Dubai is looking for a number of Activities Coordinators to join our vibrant and diverse team.

Activities Coordinator: Summer Camps – Job Specification	
Position description	Activities Coordinator – Summer Camps
Duration	July – August 2021 (8 weeks)
Reports to	Centre Manager
Employment Type	<ul style="list-style-type: none">• 8 weeks contract• 6 days a week• ES Dubai to arrange visa on arrival
Qualifications	High/Secondary School Qualification
Experience and skills	<ul style="list-style-type: none">• International experience working with people from different cultures would be beneficial• Must be bold, confident and charismatic• Experience in a supportive role• Excellent interpersonal and communication skills• Exceptional organizational skills, with strong attention to detail and the ability to multi-task• Ability to work under pressure and to be flexible to changes• Positive and professional attitude• ESL Summer experience is desirable
Key Responsibilities	<ul style="list-style-type: none">• Welcome students on their first day and provide them with orientation around both the residence and the campus.• Discuss the logistics around ‘going to bed’ and ‘getting up’ routines, morning and afternoon breaks, evening meal times on a rotation basis.• Take responsibility for leading assigned activities and groups during excursions• Supervise the Student Experience Assistants on campus• Monitor the health and safety, welfare and discipline of students both on campus and at the residence.• Monitor the whereabouts of students through roll-calls at assembly, lunch-time and in the evenings, ensuring that curfews are kept and bed-times respected.• Complete attendance records of students as required and reports on nonattendance or ill-discipline.• Supervise the departure of the students on their departure day, checking beds and facilities, collecting keys as appropriate, escorting students and luggage to pick-up points at agreed times.• Assist with arrivals and departures of students, checking bedrooms and facilities, escorting students on airport transfers.
Remuneration	<ul style="list-style-type: none">• 8-weeks paid accommodation will be provided• Transport between the training institution and the residence will be provided• Meals will be for own cost• Competitive tax-free salary – AED 15000 per/month