

Junior Summer Centre Manager basic terms and conditions


POST TITLE	Centre Manager for IH Galway (RESIDENTIAL).
SALARY	€550-750 gross per week, plus 8% holiday pay at end of contract (subject to tax and social welfare payments and including holiday pay)
CONTRACT	June 15-August 21 2015
REPORTING TO	Mary Grennan
PURPOSE OF JOB	To ensure the effective and efficient operation of the junior summer programme for teens at year olds at IH Galway summer centre at National University of Ireland, Galway

Job description

Main duties:

The following duties provide a general outline only and may need to be revised in order to meet the changing needs of the service.

- The management of course budgets and taking responsibility for cash on site, including course finances and pocket money.
- Liaising with the university
- Ensuring the effective provision of services from third party suppliers (coach company, disco hire...)
- Liaising with parents, group leaders and agents to ensure effective communication and high levels of client satisfaction.
- Being responsible for the student experience from arrival through to departure.

- 
- Ensuring the adequate supervision, support and discipline of students is appropriate.
 - Gathering and acting upon feedback and complaints as appropriate.
 - Ensuring the induction of all course staff.
 - Ensuring that all staff operate at all times in accordance with IH policies and procedures.
 - Monitoring staff performance throughout the course and providing IH Galway with written feedback on this at the end of the summer.
 - Being on call /ensure 24 hour emergency telephone cover is provided.
 - Dealing with student issues and emergencies as and when they arise.
 - Promoting and safeguarding the welfare of children and young persons you are responsible for /come into contact with.

Person specification

EDUCATION

Essential

- Degree or equivalent

EXPERIENCE

Essential

- Working with students
- Financial management/handling cash
- Experience of delivering high levels of customer service
- People management
- Worked in a residential environment

Desirable

- Management of a YL Centre

PERSONAL QUALITIES/SKILLS

Essential

- Leadership skills
- Communication skills
- Interpersonal skills
- Ability to multi task
- Ability to work under pressure
- IT Literate

Please note that if you are successful at the interview stage all offers are subject to two references and Police Check