

SAMPLE TIMETABLE

ACTIVITY MANAGER

(AM)



SUNDAY

MORNING

CHECK ACTIVITIES STARTING & SEE OFF EXCURSIONS
ADMIN AND EMAILS

AFTERNOON

ADMIN AND EMAILS
PREPARE FOR GL INDUCTIONS AND MEETINGS

EVENING

MEETING WITH ALS TO PLAN UPCOMING ACTIVITIES & NEXT WEEK'S ROTA

MONDAY

MORNING

BREAKFAST SUPERVISION*
CMT MEETING AND GL INDUCTION

AFTERNOON

CONFIRM COACH BOOKINGS
STAFF OBSERVATIONS

EVENING

ADMIN / EMAILS
NIGHT DUTY***
PRE-EXCURSION BRIEFING

TUESDAY

MORNING

CMT MEETING AND GL MEETINGS
ACTIVITY LEADERS MEETING

AFTERNOON

SEE OFF EXCURSIONS
ROTA FOR NEXT WEEK
FINALISE PROGRAMME FOR NEXT WEEK

EVENING

FINISH ROTA
ADMIN / EMAILS

WEDNESDAY

MORNING

BREAKFAST SUPERVISION*
CMT MEETING AND GL MEETINGS

AFTERNOON

PREPARE ALL EXCURSIONS FOR THE WEEKEND
STAFF OBSERVATIONS

EVENING

ADMIN / EMAILS
ALL-STAFF MEETING
NIGHT DUTY**

THURSDAY

MORNING

AFTERNOON

EVENING

DAY OFF

FRIDAY

MORNING

CMT MEETING AND GL MEETINGS

AFTERNOON

SENIOR ACTIVITY LEADER MEETINGS
FREE TIME SUPERVISION*

EVENING

ADMIN / EMAILS

SATURDAY

MORNING

ADMIN & EMAILS
PREPARE NEXT WEEK'S PROGRAMME
NEW STAFF INDUCTION

AFTERNOON

EVENING

FILM NIGHT

* Student supervision includes free-time, breakfast, lunch and dinner duties. These are often 30 mins but can take more or less time depending on group sizes.

** Lights out duty is generally 10.30 PM to 11.30 PM. Duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.

*** Night duty is only performed by Student Welfare Officers and Managers.