

Activity Manager

Sample Timetable



STAFFORD HOUSE Summer	Morning	Afternoon	Evening
Sunday	<p>Staff meeting</p> <p>Administration / emails</p>	<p>Lunch supervision*</p> <p>Supervise activity planning</p> <p>Free time supervision*</p>	<p>Meeting with activity leaders to plan upcoming activities</p>
Monday	<p>Breakfast Supervision*</p> <p>Meeting with staff to plan next week's programme</p>	<p>Phone coach company</p> <p>Staff observations</p> <p>Prepare for the excursion / allocate staff and groups to coach</p>	<p>Dinner supervision*</p> <p>Staff meeting</p> <p>Lights out duty**</p>
Tuesday	<p>Staff meeting</p>	<p>See off the excursion coaches</p> <p>Meeting with the senior activity leader</p> <p>Plan next weeks programme</p>	<p>Dinner Supervision*</p> <p>Administration / emails / write the rota</p>
Wednesday	<p>Breakfast Supervision*</p> <p>Group leader meeting and management team meeting</p>	<p>Finalise next week's programme</p> <p>Prepare for excursion, allocate staff and groups to coaches</p> <p>Staff observations</p>	<p>Lights out duty**</p>
Thursday	<p>Staff meeting</p>	<p>See off coaches for excursion</p> <p>Meeting with the senior activity leader</p> <p>Free time supervision*</p>	<p>Staff appraisals / finalise rota</p> <p>Meeting with activity leaders to give them feedback</p> <p>Staff meeting</p>
Friday	Day off		
Saturday	<p>See off excursion coaches</p> <p>Management team meeting</p> <p>Staff inductions (new staff)</p>	<p>Staff inductions (new staff)</p> <p>Administration / emails</p>	<p>Activity meeting with activity leaders</p> <p>Office Duty</p>

*Student supervision includes 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 10pm-1am. All duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.