

NAPIER CITY COUNCIL



Position Profile

KENNEDY PARK TOP 10 RESORT

KIDS ACTIVITIES COORDINATOR

(Fixed Term Contract)

Responsible to: Front Office Manager

Department: Front Office

Staff Directly Supervised: 0

Total Staff Responsibility: 0

Date of compilation: 05/12/2006

Job evaluation: Grade TBA



Job Description - Agreed:

Job Holder: _____ Date: _____

Manager: _____ Date: _____

Manager – Tourism Services : _____ Date: _____

PURPOSE:

This position profile is designed to assist in your understanding of what is required to successfully complete your work. It is not designed to be a prescriptive all encompassing list of tasks. The Manager is appointed to manage the business in the best interest of Napier City Council. The Manager has the right to manage and the employee is required to follow the lawful directions of their manager.

To be the first point of contact for prospective clients and visitors, providing a warm welcome through all communication media (in person, by phone, email, or fax) and correct information before and after arrival.

“To be an effective member of the Kennedy Park Team.”

Within the general function of this role, some specific tasks and responsibilities included in this Job Description may be amended by the employer from time to time, to reflect the on-going evolution of operational practices.

MAIN RESPONSIBILITIES:

- Compile a list of activities to include crafts, sports, games, entertainment
- Compile a list of all materials & equipment
- List of entertainers
- Devise a programme for the duration of the holiday period
- Cost everything for budget purposes
- Co-ordinate Holiday Programme

Compile lists

- to ensure that all materials & equipment are available for activities
- to ensure entertainers are booked and confirmed

Devise Programme

- to ensure all timings are correct for entertainers
- to fill all spaces on the programme with activities
- to have wet weather back up plans
- ensuring all activities are safe for children
- to maintain adequate supervision of children

Cost for Budget Purposes

- to ensure the holiday programme is kept within budget

Co-ordinate Holiday Programme

- to ensure the smooth running of the programme
- ensuring that all equipment and materials are maintained correctly for future use
- all hired equipment or games are returned on time

DIMENSIONS

Kennedy Park can be a very busy accommodation facility, open 365 days per year and with a wide range of clientele expectations. Business is seasonal, with very high peaks throughout the year, and other times of low demand.

The position involves a lot of customer contact, especially with children and their parents.

RELATIONSHIPS

Internal

Manager, Front Office Manager, Office Staff, Food & Beverage Co-ordinator, Housekeeping Supervisor and Assistant Supervisor, Ground Staff, Restaurant Staff, Housekeepers, Clients.

External

Contractors, Suppliers, Tourism Services Staff, Visitor Attraction Staff (Gannets, Aquarium, Marineland etc), other Top 10 Parks and Top 10 Head Office.

DESIRABLE EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES

Experience

- with children
- customer service
- computers in an employment situation

Skills

- computers
- good spelling and command of English language
- good with children
- active & interested in sports
- craft abilities

Personal Attributes

- reliable, healthy, honest
- assertive, confident, amiable
- attention to detail
- high standards of presentation
- able to work alone or with others
- commitment to safe work practices
- discrete