



SUMMER MANAGEMENT OPPORTUNITY 2025

Singapore



**In2
action**



Summer Management Opportunities 2025.

Unlock Your Leadership Potential: Management Opportunity!

Are you ready to take your career to the next level? We're excited to offer a unique opportunity for like-minded people like you to join our management team, that shapes the future of our organisation! Are you the one?

Day programmes Positions:

- Camp Manager
- Deputy Camp Manager
- Head Group Leader

Day Programme Locations:

- Singapore
- Queenstown / Aljunied Walk Area

➤ **Who We're Looking For... YOU!**

- Fluent in English – spoken, written & reading
- Motivated individuals with a passion for growth
- Strong problem-solvers and team players
- Proven track record of excellence within the company
- Legally allowed to work in the country you are applying for & able to source your own accommodation
- Additional language skills such as Mandarin, Cantonese etc are preferable.

➤ **Availability**

- **Able to attend our Mandatory Training course between 23rd - 26th June'25 in Kuala Lumpur, Malaysia.**
- For those located outside of KL/MY, flights, transportation & accommodation will be provided by us CB Asia, and your expected travel & return dates will be on **22nd June & 27th June 2025.**
- Full availability for the camp operating dates (dates are subject to your place of work however most camps operate between last week of June - Mid August'25)

Job Description for each role as follow;

- **Day Camps - there are 3 roles available**

i) Camp Manager: Monday - Friday 7.00am – 5.30/6pm

- As a **Camp Manager**, you will oversee the daily operations, ensuring employee productivity, monitoring efficiency of all processes, etc.

Roles & Responsibilities as Camp Manager are :

- Work closely with the Operations team & sales to coordinate & prepare for all arrival & departure days, including transport, flight departure and arrival times & staffing requirements

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- Demonstrate & maintain model behaviour following our 'be on a 10 concept' to promote high quality delivery throughout the team
- Act as the Onsite Safeguarding Lead, ensuring any concerns are reported in a timely manner in alignment with training
- Oversee employee's performance and provide guidance & support when needed, while identifying development needs
- Creating a positive work environment for employees, whilst demonstrating a positive attitude towards the role
- Maintain clear communication with the Operations team, Bookings & Customer Service team and Parents/Guardians
- Adapt to changing circumstances/challenging situations & make decisions that are appropriate for the situation
- Completion of administrative tasks such as staffing rotas, file management and populating attendance reports using in house systems & maintain good relationship with the host school
- Support staff in the delivery of activities, ensuring delivery aligns within our safety standards
- Report directly to the Operations Management team on a frequent basis, communicate any concerns and assist with finding solutions
- Address disruptive behaviour in a professional manner & raise concerns to the operations team where necessary

ii) Deputy Camp Manager: Monday - Friday 7.00am – 5.30/6pm

- As a **Deputy Camp Manager**, you will assist the Camp Manager in daily operations, ensuring employee productivity, monitoring efficiency of all processes, etc.

Roles & Responsibilities as Deputy Camp Manager are:

- Work closely with the Operations team & sales to coordinate & prepare for offsite excursion days, including transport arrangements
- Demonstrate & maintain model behaviour following our 'be on a 10 concept' to promote high quality delivery throughout the team
- Act as the Onsite Safeguarding Lead, ensuring any concerns are reported in a timely manner in alignment with training
- Oversee employee's performance and provide guidance & support when needed, while identifying development needs
- Creating a positive work environment for employees, whilst demonstrating a positive attitude towards the role
- Maintain clear communication with the Operations team, Bookings & Customer Service team and Parents/Guardians
- Adapt to changing circumstances/challenging situations & make decisions that are appropriate for the situation
- Support the Camp Manager in administrative tasks such as staffing rotas, file management and populating attendance reports using in house systems & maintain good relationship with the host school
- ***Support the team in preparing, setting up and delivering activities, ensuring it aligns within our safety standards. For STEAM camps, you will provide instruction &***

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guidance to team members to ensure correct execution of STEAM activities to meet the pre-determined learning outcomes.

- Report directly to the Camp Manager on a frequent basis, communicate any concerns and assist with finding solutions
- Address disruptive behaviour in a professional manner & raise concerns to the operations team where necessary

iii) Head Group Leader: Monday - Friday 7.00am – 5.30/6pm

- As a **Head Group Leader**, you'll be assisting in delivering high quality activities following our pre-designed activity programme

Roles & Responsibilities as Deputy Camp Manager are;

- Supervising the group in throughout activities as well as during snack & lunch times
- Providing a fun and safe environment for all campers through engaging & enthusiastic delivery
- Set up/pack down of each activity
- Ensuring the company's safety policies and procedures are followed and enhanced throughout each activity
- General tidying/cleaning of activity areas & kit
- Completion of any relevant documents/forms as required
- Follow & comply with internal safeguarding procedures, ensuring any concerns are reported in a timely manner in alignment with training
- Address disruptive behaviour in a professional manner & raise concerns to the onsite manager
- Report directly to the onsite management team - attend daily check ins, maintain clear lines of communication including communicating any concerns & responding well to feedback
- At times, you may be required to assist the camp manager with day-day operations & administrative tasks
- Always demonstrate a positive attitude towards the role
- Working as part of a team to ensure the smooth running and success of the camp

This job description is not to be regarded as exclusive or exhaustive and does not form part of the roles contract terms. It is a summary of the combined roles and responsibilities and, like all such documents, will be amended from time to time, in the light of the changing need of the Peoples Team.

Camp Beaumont Asia: <https://www.campbeaumont.asia/>

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