

The logo for Camp Beaumont Asia features a yellow sunburst icon above the word 'Camp', a yellow star to the left of 'Camp', and a red flame-like icon to the right of 'Camp'. The words 'Beaumont' and 'ASIA' are stacked below 'Camp' in a white, rounded, sans-serif font.

**Camp
Beaumont
ASIA**

SUMMER MANAGEMENT OPPORTUNITY 2025

Hong Kong



**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?

Positions Available:

- Camp Manager
- Deputy Camp Manager

Locations:

- Hong Kong (multiple location within HK)
<https://www.campbeaumont.asia/locations/hong-kong>
- i) Camp Manager: Monday - Friday 7.00am – 17.00
- 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
- 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

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- ii) Deputy Camp Manager: Monday - Friday 7.00am – 17.00
- 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 & 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

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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