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# Example of Activity Leader Job Description

Our growing company is searching for experienced candidates for the position of activity leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for activity leader

* Keep the students informed in regards of activity choices, meeting times and places and upcoming events
* Collecting money for bus passes and optional excursions
* Completing various duties on site when required
* Implement and deliver exciting Activity Programme to our students
* Act as a tour guide on weekend trips
* Conduct Risk Assessments (Training will be provided)
* Have a strong interest in providing excellent customer service
* Consider the student's interests, stay flexible
* Maintain a great relationship with staff and students in the school
* Work as a team-player to best respond to the students' and teams' needs

## Qualifications for activity leader

* Excellent written communication skills in English required
* At least ten (10+) years of experience and a Bachelor’s degree OR the equivalent combination of education and experience
* Must be CPR, ProAct or Crisis Prevention Institute, and First Aid certified on date of employment or within 60 days of employment and maintain current certification throughout employment
* Experience or degree in education / teaching
* Experience or degree in Education
* Must be at least 18 years of age with a High School diploma/GED, and six (6) months related experience