



RUGBY SCHOOL JAPAN

Job Description

Rugby School Japan (RSJ) Summer Programme 2022 Volunteer

The RSJ Summer Programme will take place in our outdoor enrichment centre, North Peak in Hokkaido. Volunteers support the programmes offered to participants ranging from age 10 to 13 in small and whole group settings. Alongside the teaching team they encourage the development and growth of the pupils in the group, as well as ensuring their general safety.

Responsibilities

1. Follow all safeguarding procedures in line with training and CEA Safeguarding Policies.
2. Support the delivery of a variety of small group activities as developed by RSJ. Activities may include hiking, sports, nature explorations, arts, music and supervised on and off-site activities.
3. Complete other assigned operational tasks before and after camp such as general cleaning/room preparation
4. Support fun and educational experiences in the outdoors for all participants
5. Manage behaviour positively and proactively in line with CEA Behaviour Policies
6. Follow all health and safety protocol as directed, in line with CEA Health And Safety Policies
7. Assist in and coordinate the care, cleanliness, and security of the facility during the programme.
8. Report student concerns to the RSJ Summer Programme Master or Tutors
9. Know, enforce and follow all safety guidelines and emergency procedures as outlined by the Programme Master.
10. Ensure that all pupils remain aware of rules and remain safe through careful risk management and accident prevention.
11. Support sessions as required which will at times include evening activities and bedtime supervision
12. Attend pre-programme online staff training and orientation sessions, in compliance with CEA standards.
13. Be willing, if required to supervise pupils on their journey between North Peak (Chitose) and Phoenix House (Haneda) at the beginning and end of the programme

Personal Specifications

- Must be 15 years of age or over
- Be fluent in both written and spoken English and (where possible) Japanese
- Commit to contracted dates in July/August with a willingness to contribute to camp preparation
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability and maturity;
- Ideally hold a qualification or have an awareness of First Aid
- Ability to be flexible, creative and adaptable to situations
- An understanding that this role requires a commitment beyond regular hours
- Commitment to:
 - excellence and to significantly contribute to the success of the RSJ Summer Programme
 - a positive, fun and team-oriented working environment

Disposition – evidence of

- Ability to be flexible, creative and adaptable to situations
- Personal and intellectual qualities required to work alongside others
- Ability to work on own initiative and be proactive and responsive.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.

Benefits: Travel to and from Hokkaido (from within Japan), accommodation and board

Status: Volunteer

Hours: 40+ Hours per week; weekend, evening, night duties may be required

Programme Dates 2022:

25- 30 July	Music
1-6 August	Art & Drama

To apply for this volunteer role please visit our application portal and complete all sections of the application form, submit your CV and a letter of application here:

<https://teachapply.com/ceams/>

Closing date: 31 May 2022