

JOB DESCRIPTION

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| Position | : | Kids Club Animator |
| Level | : | 3 |
| Place of Work | : | Kids Club and Guest Contact Areas |
| Division | : | Animation |
| Responsible To | : | General Manager or assigned representative and Chief Animator |
| Responsible For | : | All Kids Club Employees |

Scope and General Purpose of Job :

Under the general direction of the Chief Animator or his/her delegate, and within the limits of established corporate and local hotel policies and procedures executes the Club Program. The program is to be established accordingly to the standards of Club. At all times the safety of the kids cannot be put in jeopardy.

Interacts with guests and hotel employees.

Duties and Responsibilities

- You are to ensure the safety of the children attending the Club or any of its outdoor activities. Keep the doctors' number with you and be aware of where to find the first aid kit.
 - You are to plan and execute a weekly kids' program which must include;
 - drawing
 - outdoor & indoor games
 - sports activities
 - handy craft
 - 1 weekly evening kids show (during holidays)
 - You are responsible of organising Disco evenings, Excursions (horse back, beach walk, camel riding etc – activities varies from hotel to hotel).
 - Is responsible for guiding & supervising all Club Excursions and Activities. If the number of children is getting too large to take care of - it is your responsibility to call upon another colleague for assistance.
 - Is responsible that the hygiene in and around the Club is of the highest standard possible.
 - Attend daily morning briefings before starting the work and giving feedback from guests received.
 - You are responsible for taking inventory of the Club and all the toys every six months.
 - Is responsible that vouchers are signed prior to executing or participating in any excursion (insurance purposes).
 - Is responsible that all excursions and activities are executed safely and accordingly to the Club Manual.
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- Maintains appropriate standards of conduct, dress, hygiene, uniforms, appearance and posture of herself/himself.
- Performs related duties and special projects as assigned by the Chief Animator or his/her delegate.
- Participates in the animation evening entertainment program together with sports animators.
- Follow standard corporate Rules & Regulations & Procedures and Rules of the Club. The Club can be adapted due to location, but must be approved by General Manager and Head Office.
- May be called upon at times to perform other related tasks not specifically included in this description.

Date : _____

Prepared / Revised By : _____
Area Chief Animator

Approved By : _____
Director of Human Resources

Approved By : _____
General Manager

I _____ understand and agree to the above Job Description and that as a Policy of The Hotel Company, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

Employee Signature

Date