



Company: Jonathan Markson Tennis (Oxford) Limited
Job Title: Operations Weekend Assistant – Summer Camp Oxford

- **Min. Qualification:** Enhanced DBS, Safeguarding
- **Location:** Oxford
- **Job Type:** Part Time
- **Pay:** £10 per hour
- **Uniform:** Sponsored by Babolat
- **Employment type:**
 - Self-Employed
 - Without accommodation
- **Dates:**
 - 3 July – 21 August 2022 (Must be available at least 4 weeks in this period)

Role Description

This is a perfect role for a local responsible person who is available at weekends. Working as the Operations Assistant you will work behind the scenes to ensure the camp runs smoothly. You must be able to work on your own and have a 'can do' approach. As we are a camp for children, experience working with children is essential.

Key aspects of the job are:

- Prime contact for parents (you have the operations phone)
- Organising prize packs/t-shirts for Saturday tournament
- Organising evening activity - ensuring staff have all equipment and know what to do
- Contact if any health issues with kids
- Supervise any early transfers (sometimes children leave camp early so taxi's etc.)
- Cover office hour (after tennis) to answer questions from kids
- Any other duties which are required from Operations

Typical Times:

- Saturday 12:00 – 22:00
- Sunday 09:00 – 16:00
- May be required to cover at other times during the week

How to Apply

If you are interested in applying or finding out more about this position please email Matthew Cooke at matthew@marksontennis.com. Applications will require a Tennis CV and a covering letter. Please state the position you are applying for and dates available.