



BiG Summer Holiday 2013 Programme

Brief for Work Experience

1. Responsibilities

- Meeting and greeting parents & children
- Taking the register & registering new participants
- Helping set-up session grids, manage equipments inventory / record & assist with packing up
- Taking publicity photos and video clips
- Record scores for analysis

2. Necessary skills & attributes

- Interpersonal / People
- Communications
- Team working skills
- Organisation
- Leadership