



THE KENYA SCOUTS ASSOCIATION

VACANCIES

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions. The Association seeking applications from qualified individuals to fill the following open positions:

SHOP ASSISTANTS

The Kenya Scouts Association is the sole distributor of all Scouts uniform in the Kenya. Currently we have nine shops across the country and plan to open even more shops to enable accessibility of the scout uniform to all scouts and scouters.

Reporting to the Shop Manager the Shop Assistants will be posted to various Scouts shops across the country and will be responsible for:

- Receiving, unpacking and arranging new stock from the stores;
- Arranging and labelling uniforms and merchandise in the display shelves;
- Assisting customers in finding the products they're looking for;
- Processing customer payments at the checkout point/till;
- Addressing customer complaints and inquiries;
- Providing shopping advice and recommendations to customers;
- Cleaning and rearranging the store after hours; and
- Collaborating with other team members to keep the sales floor area clean and organized at all times.

The ideal candidate should possess the following:

- Degree or diploma in a business related course;
- At least two years' experience in retail;

- Excellent computer skills;
- Excellent verbal communication skills;
- Excellent customer service skills;
- Excellent numeric skills;
- Ability to work calmly under pressure;
- Scouting Background will be an added advantage.

DRIVER

The position will report to the Administration Officer and will be based at the Kenya Scouts Association Headquarters with frequent travels to other centers and project locations. The Driver will be responsible to:

- Driving vehicles as authorized;
- Keeping up to date work tickets for vehicles;
- Cleaning of the assigned motor vehicle;
- Preparing and submitting regular reports on the motor vehicle assigned;
- Maintaining a proper mechanical working condition of the vehicle;
- Ensuring security and safety of passengers and vehicle on and off the road;
- Adherence to or observations of traffic laws; and
- Reporting any incidents to police and/or the office immediately they occur.

The ideal candidate must have:

- Kenya Secondary Education Certificate with at least D+.
- Valid driving license
- Two years' work experience as a professional driver
- No road safety-related fines or convictions
- Thorough knowledge of road rules and regulations
- Skills in minor vehicle repair
- Competent in spoken and written English
- Basic numeracy
- Team spirit and problem-solving abilities

SWIMMING POOL ATTENDANT

The position will be based at the Rowallan Scouts Camp Nairobi reporting to the Camp Manager. The job holder will oversee day-to-day pool operations. The ideal candidate will have a passion for aquatics and provide exceptional service to customers. Will be required to guide swimmers and perform rescue and first aid operations.

Responsibilities

- Open the pool each day and close it down each evening, depending on schedule and hours
- Treat the pool with appropriate concentration of chemicals on a regular schedule, test the pH and chlorine level of the water
- Perform first aid procedures when necessary
- Provide swimming lessons to students and other customers
- Maintain cleanliness and orderliness of the pool facility e.g cleaning the pool, benches, pool deck and proper disposal of trash
- Ensure that customers have paid
- Explain and enforce rules, regulations and policies to ensure safety of swimmers;
- Monitor designated areas to recognize signs of danger and give recommendations
- Respond to emergencies and rescue swimmers in danger of drowning
- Report incidents and give possible solutions
- Maintain a friendly environment for all pool customers

The Ideal candidate will have:

- Lifeguard Diploma or Certificate from a recognized institution
- First Aid Certification
- Creativity for swimming lessons and a passion for kids is a must.
- Previous experience in participation in KSF (Kenya Swimming Federation) events will be an added advantage
- Minimum of 2 years of lifeguard experience
- Shown merit and ability as reflected in work performance and results
- Confidentiality and integrity
- Team player with excellent interpersonal skills

All applications should be addressed to:

**The National Executive Commissioner
Kenya Scouts Association, Rowallan Scouts Camp
P.O. Box 4122-00100, Nairobi.**

and

Emailed to: recruitment@kenyascouts.org

Applications to reach us by 30th April, 2023. Only shortlisted candidates will be contacted.