Mawhiba Universal Enrichment Program
Job Responsibilities
Activities Assistant

Program information:

Duration	3 Weeks	
Program format	Non-Residential Program: Sunday through Thursday; weekends are not included.	
Location	King Saud University, Riyadh	
Start Date	05-07-2026	Daily attendance is from 8:00 a.m. to 4:30 p.m. (You will be required to be present before program starts for planning and meetings)
End Date	23-07-2026	

All staff members are expected to adhere to the Mawhiba standards of employee conduct; to contribute positively to the site's living and learning community; to ensure students' physical and emotional safety; to uphold and enforce site and program rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The Activities Assistant is responsible for the supervision, safety, and well-being of students during non-academic hours of the program. The Activities Assistant helps foster a community where students can thrive both socially and academically. They are responsible for informing students of the Mawhiba Universal Enrichment Program rules and expectations and ensuring these guidelines are followed. While students are in STEM class hours, the Activities Assistant's responsibilities include attending daily meetings, planning and preparing student activities, clubs, and events, and assisting with any program-related needs that arise. The Activities Assistant is also responsible for leading and facilitating the daily activities and events for students.

Supervision:

Activities Assistants are supervised directly by Oxmedica Program Director & University Director. They are also supervised indirectly by Mawhiba.

Work Schedule:

Activities Assistants work from Sunday to Thursday each week. Their schedule includes morning meetings, class visits, and additional time for planning and preparing activities.

They are expected to plan enrichment activities and club days in advance of each week.

- Activities Assistants must take this job as a full-time job during dates of their employment agreement.
- Activities Assistants are required to be fully available for this role and must not enrol in other classes or hold second jobs while employed in the Mawhiba Universal Enrichment Program.
- Activities Assistants should not leave the program until all assigned closing tasks are complete.
- Activities Assistants shall leave if all site-closing tasks are complete such as:
    - All students' leave the program
    - Inventory and packing of all program's supplies and materials.

Job responsibilities of the Activities Assistants include but are not limited to:

1. Planning and Preparing the Activities and clubs:
    - Set up meetings with other Activities Assistants to prepare for activities plans.
    - Define the activity idea and objectives according to students' age and level
    - Develop a detailed plan (duration, objective, required materials, steps for implementation).
    - Prepare and organize all necessary materials and tools in advance.
    - Ensure all resources are ready before the activity date.
    - Get approvals before buying needed materials for activities.

2. Coordinating with Oxmedica & University Directors:
    - Obtain necessary approvals for the activity.
    - Coordinate with other staff for support during the activity.
    - Reserve appropriate venues (such as auditoriums, halls, or classrooms).

3. Organizing and Executing the Activity:
    - Set up the venue and arrange materials before students arrive.
    - Divide students into groups if needed and distribute materials.
    - Clearly explain the activity instructions and objectives to students.
    - Monitor students during the activity, provide support, and answer any questions.

5. Managing Time and Maintaining Order:
    - Ensure the activity runs according to the planned schedule.
    - Maintain a safe, organized, and positive environment throughout the event.

6. Evaluation and Follow-Up:
    - Assess whether the activity goals were achieved (through observations or simple student feedback).
    - Record notes and suggestions for future improvements.
    - Prepare a final report summarizing the activity, highlighting successes, challenges, and participation numbers.
    - Take photos & videos of students work.

Before Arriving at the Site:

1. Be sure that Mawhiba, Oxmedica, instructor, and University Teams have a telephone number, and email address where you can be reached before and during the program
2. Communicate with other Activities Assistants to know each other and plan for enrichments hours for the whole program's duration
3. Communicate with Oxmedica & University Directors to have a clear understanding about the plan for the enrichment activities & contact them if questions arise.
4. Be available for communications before program starts (Planning period).
5. You will be required to be present before the program start (2 weeks before program start) to get familiar with the location and activities classes and meet the program directors and supervisors.
6. Familiarize yourself with the building and enrichment activity's locations.

Before the Students Arrive:

1. Arrive to Collage on Sunday July 5th, 2026, at 7:00 AM the first day start and the orientation to attend on-site staff training and activities supplies preparation.
2. Meet with other Activities Assistants to review the activities plan and to prepare for student arrival day on Sunday.
3. Prepare for ice breaking activities to introduce yourself to students.

Arrival Day through the Last Day:

1. Greet and assist students on the program first day.
2. Act as a positive role model in both attitude and behavior.
3. Always remain on college unless you have permission from Oxmedica or Mawhiba staff.

4. Speak in English, from your arrival to your departure, whenever you are in the presence of Oxmedica staff.
5. Always supervise students when they are not in class and be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students.
6. Act as a positive role model in both attitude and behavior.
7. Maintain order in the academic building.
8. See that students keep to the schedule of classes, activities, breaks, meals, etc
9. Attend staff meetings held each morning, and any other meetings called by the Oxmedica or University Directors
10. Under the supervision of Oxmedica Program Director, plan and implement the daily schedule.
11. Provide students with a supportive environment during non-academic hours
12. Report immediately any disciplinary, medical, emotional, or academic problems a student may have to your instructor, Oxmedica Program Director & Academic Director.
13. Assist in ensuring the health and safety of all students by following site medical protocols. As requested by supervisors, assist not only with health office logistics such as escorting students to and from the office but also with urgent medical situations, which may require accompanying students to the emergency room or off-campus clinics.
14. Handle disciplinary issues according to guidelines established by the program then report them to Oxmedica Program & university Directors
15. Participate in planning and conducting closing day and ceremony.
16. Greet and assist parents on the program Closing Day.
17. Report any damages to Oxmedica & university Directors
18. Ensure all activity materials and supplies are collected regularly and stored in the designated inventory area to prevent last-day workload accumulation.

Closing Day of the Program:

1. Assist with the site closing as requested.
2. Inventory and pack all activities supplies and materials purchased for the program.
3. Submit the inventory to the university director.
4. Ensure that any equipment borrowed or rented during the activities hours is returned in good repair.
5. If all site-closing tasks are complete, Aactivities Assistants may leave day after the program ends.
6. Activities Assistants should not leave campus until all assigned closing tasks are complete.