

Job Description

Casual Camp Leader

Job Title: Casual Camp Leader

Department: Newark & Sherwood

Responsible to: Camp Site Manager, Camps Service Manager

Location: YMCA Newark & Sherwood, Community & Activity Village, Lord Hawke Way, Newark on Trent, NG24 4FH

Hours: various hours across school summer holidays

Salary: National Minimum Wage per hour (dependent upon age)

Job Purpose

- To lead the delivery of enjoyable and safe coaching and activity sessions within YMCA Newark & Sherwood Day Camps with children aged 4-15 years old.
- To be responsible for maintaining daily attendance registers and the administration of first aid duties including completion of detailed, accurate accident / incident forms.
- To manage a group of children travelling to/from and during swimming sessions, supervising the children whilst in the pool and ensuring their safety.
- To ensure you are aware of and delivering within all policies and procedures relating to most recent EYFS Ofsted guidelines.
- Support the development of an organisational culture that puts our Christian Core Values – Caring, Honesty, Respect and Responsibility - at the centre of all we do.

Principal Responsibilities

1. To create a stimulating, safe and fun environment.
2. To support planning, preparation and delivery of activity (sports, arts and crafts etc) sessions to meet a range of children's needs.
3. To demonstrate and promote a commitment to equality, diversity and inclusion within a coaching environment.
4. To use a variety of strategies to maximise participation for all children including those with special educational needs and high achievers.
5. To encourage children in developing their self-esteem, respect for others and to be a positive role model.
6. To successfully use a range of effective behaviour management strategies.
7. To work as part of an effective team with colleagues.
8. To liaise closely with parents / guardians, children, school staff, colleagues, and line managers on a regular basis.



9. To maintain accurate attendance registers and other forms / records in line with Data Protection requirements.
10. To escalate any safeguarding concerns to senior members of the team, urgently and in line with agreed Safeguarding Policy and Procedure.

Responsibilities of all YMCA staff, casual workers and managers

1 Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2 Other duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

4 Relationships and confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Association ethos

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies.

Line Management Responsibility:

No direct line management. Informal supervision of Casual workers, apprentices, work experience placements and volunteers may be required.



PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Practical experience of working with school aged children (approximately 4 – 15) on a voluntary or paid basis	A, I
	1.2 Practical experience and knowledge of coaching a range of sporting activities	A, I
Knowledge	2.1 Understanding and experience of safeguarding children & young people.	A, I
Education/ Training / Qualifications	3.1 Paediatric First aid qualification (desirable) or willingness to attain	A, D
	3.2 Full driving licence (desirable)	A, D
	3.3 Level 1, Level 2 or experience in coaching/leading Sports, Arts, Music, Outdoor activities (essential)	A, D
	3.4 Understanding of Safeguarding Children and Young People policies and procedures	A, I
Skills & Abilities	4.1 Ability to work to agreed policies and procedures	A, I
	4.2 Able to demonstrate resourcefulness, flexibility and adaptability coupled with the ability to plan, organise and prioritise work effectively	A, I
	4.3 Able to communicate effectively verbally and in writing	A, I
	4.4. Able to demonstrate child and behaviour management skills	I
	4.5 Able to relate well to children and young people of various ages and abilities	I
	4.6 Ability to plan and deliver sessions to children of differing abilities	A, I
	5.1 Ability to support the Christian core values of the Association	A



Other work related requirements	5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	A
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	D

*When Assessed – (A) on Application form, (I) At Interview, (T) During Test,
(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity.

YMCA Newark & Sherwood is committed to the protection of children and adults at risk.

