

THE PICKAQUOY CENTRE

POST OF ACTIVITY LEADER

JOB DESCRIPTION

HOURLY RATE:	£9.90
DATE PREPARED:	May 2022
RESPONSIBLE TO:	Programme Development Officer
RESPONSIBLE FOR:	N/A
PRINCIPAL FUNCTIONS:	<u>Overview</u>

To be one of a team delivering holiday programme activities to children generally between 5-12 years old (older age activities may be included). Post holders must be able to engage positively with children, and parents where required, to ensure that an excellent programme and service is delivered.

Post holders will help to ensure that the programme operates to high operational and customer service standards, particularly in relation to health and safety. The ability to work effectively with children in a positive and friendly manner is essential, along with the ability to be versatile and adaptable.

Main Duties:

1. To assist in the delivery of a wide range of holiday programme activities for predominantly 5-12 year olds.
2. To implement all policies and procedures to ensure that the programme operates smoothly and safely.
3. To ensure that the health and well-being of children on the programme is the absolute priority.
4. To liaise with Centre staff and parent/guardians, where required, regarding the programme.
5. To take registers for children and ensure that all children are in the right place during the programme.
6. To complete daily checklists to ensure streamlined programme operations.
7. To ensure that all children have been safely returned to their parents/guardian at the end of the day.
8. To assist with setting up and taking down equipment, as required.
9. To ensure that all duties are carried out with due regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
10. To have a high level of presentation.
11. To undertake any other duties as the management team may require.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> • To hold any relevant coaching / instructional qualification e.g. – sports, arts, fitness, health and well being, inclusive play etc. • To hold a current First Aid at Work qualification 		✓ ✓
Relevant work / other experience – <ul style="list-style-type: none"> • To have experience of working with children. 	✓	
Skills and Abilities – <ul style="list-style-type: none"> • To have the ability to work effectively with children with a wide range of activities • To have the ability and understanding of how to deliver outstanding customer service with excellent communication skills. • To be flexible and versatile. • To be able to make a positive contribution to developing the holiday programme. • To be conscientious and treat all sensitive information in a confidential manner. • To demonstrate an ability and commitment to being an effective team member within a small, dynamic and innovative team. 	✓ ✓ ✓ ✓ ✓ ✓	
Personal Qualities – <ul style="list-style-type: none"> • To have a high level of personal presentation • To be able to work on own initiative. • To be energetic and enthusiastic. • To be personable and be able to relate well to children and adults. 	✓ ✓ ✓ ✓	
Additional Job Requirements – <ul style="list-style-type: none"> • To become a member of the Protecting Vulnerable Groups Scheme 	✓	