

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Casual Paddlesports Programme Leader</b>
<b>Programme:</b>	YMCA Day Camps
<b>Department:</b>	<b>Children, Youth &amp; Families Department</b>
<b>Responsible to:</b>	Camps Service Manager
<b>Location:</b>	<b>Camp Williams – The Nottingham Emmanuel School, West Bridgford</b>
<b>Hours:</b>	20 - 50 hours per week
<b>Dates:</b>	<b>Summer School Holidays: Wednesday 28<sup>th</sup> July 2021 – Friday 27<sup>th</sup> August 2021</b>
<b>Salary:</b>	£4.62 - £12.00 p/h depending on age

### Job Purpose

- To plan, prepare and lead enjoyable and safe Paddlesports coaching and activity sessions within the YMCA Day Camps.
- To be responsible for maintaining registers and administering first aid duties including completion of accident / incident forms.
- To be responsible for assessing kit and equipment is suitable for use and ensuring the children are safe and together at all times and correctly using the register to record this throughout the day.
- To ensure you are aware of all policies and procedures relating to most recent Ofsted guidelines.
- To 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 plan, prepare and deliver Paddlesports activity sessions to meet children's needs
3. To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues within a coaching environment
4. To use a variety of strategies to maximise achievement for all children including those with special educational needs and high achievers
5. To encourage children in developing self-esteem and respect for others and to be a positive role model for children
6. To successfully use a range of effective behaviour management strategies
7. To work as part of a 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 registers and other forms / records in line with Data Protection requirements

## **General Responsibilities**

### **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 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 at all times.

### **Line Management Responsibility:**

No direct line management responsibilities but to provide training and support for work experience trainees, volunteers and temporary staff as 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

### Job Title: Casual Paddlesports Programme Leader

<b>Criteria</b>	<b>Requirements</b>	<b>*How Assessed</b>
<b>Experience</b>	1.1 Practical experience of working with school aged children (approximately 8 – 15)	A, I
	1.2 Practical experience and knowledge of coaching Paddlesports	A, I
<b>Education/ Training / Qualifications</b>	2.1 Paediatric First aid qualification (desirable)	A, D
	2.2 Experience in coaching/leading Paddlesports (essential), Sports, Arts, Music, Outdoor activities (desirable)	A, D
	2.3 Understanding of Safeguarding Children and Young People policies and procedures	A, I
	2.4 Level 2 kayak/canoe coach or level 1 kayak/canoe coach with 3 star award (essential)	A, I
<b>Skills &amp; Abilities</b>	3.1 Ability to work to policies and procedures	A, I
	3.2 Able to demonstrate resourcefulness, flexibility and adaptability coupled with the ability to plan, organise and prioritise work effectively	A, I
	3.3 Able to communicate effectively verbally and in writing	A, I
	3.4. Able to demonstrate child and behaviour management skills	I
	3.5 Able to relate well to children and young people	I
	3.6 Ability to plan and deliver sessions to children of differing abilities	A, I
	3.7 Ability to understand professional boundaries and act as a positive role model	I
<b>Other work related requirements</b>	4.1 Ability to support the Christian core values of the Association	
	4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <b>OR</b> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service	A
	4.3 Understanding of the needs of people from diverse cultural, social and racial backgrounds	D

	4.4 Access to an appropriately insured and taxed vehicle and willingness and flexibility to move between sites as necessary (desirable)	A, I
	4.5 Willingness to provide cover for colleagues at other schools and outlets as required	A, I

**\*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

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*