

JOB DESCRIPTION

**Job Title: Casual Swimming Supervisor**

**Department:** Children, Youth and Families

**Responsible to:** Camp Service Manager / Assistant Operations Manager

**Location:** The Portland Centre, Muskham Street, Nottingham, NG2 2HE

**Dates: October School Holidays:**

**Monday 18th October – Friday 29th October 2021**

**Opportunities to deliver on future camps throughout 2021/22.**

**Hours:** 10 hours per week

**Salary:** Based on minimum wage for age

**Job Purpose**

* To get in the swimming pool, supervise and support the swimming sessions with children aged 4 years to 15 years
* To supervise the changing clothes process before and after the swimming sessions
* To ensure regular head/face counts are completed during the swimming sessions
* To support the group leaders with getting the children on and off the bus to and from Camp Williams
* To support exciting, enjoyable, and safe swimming sessions
* To support the development of an organisational culture that puts our Christian Core Values– Caring, Honesty, Respect and Responsibility, at the heart of our work with children

**Principal Responsibilities**

1. To ensure all children are safeguarded from getting off the bus, during swimming sessions and getting back on the bus to return to Camp Williams.
2. To support children changing before and after swim sessions.
3. To be in the pool to supervise and ensure the safety of the children engaged in the session.
4. To work as part of a team to provide support and guidance to other staff.
5. To help to ensure all health and safety and other legal requirements associated with swimming are met.
6. To build excellent relationships with all children
7. To work within the Nottinghamshire YMCA policies and procedures.

**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 protect the YMCA’s reputation positively and proactively.

**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 always.

**Line Management Responsibility:**

No direct line management responsibilities.

**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**

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| ***Criteria*** | ***Requirements*** | ***How Assessed\**** |
| **Experience** | 1.1 Direct experience of playwork with children aged 4 to 15 years | A,I |
| **Knowledge** | 2.1 Knowledge of Health & Safety issues relating to all issues concerning children | I |
| 2.2 Knowledge of swimming pool rules | I |
| 2.3 Understanding of safeguarding for children and young people | A,I |
| **Education/ Training / Qualifications** | 3.1 Recognised early years, play work, childcare qualification (Desirable) | D |
| 3.2 First Aid certificate / Paediatric first Aid qualification (Desirable) | A, D |
| 3.3 Safeguarding Children trained (Desirable) | I |
| 3.4 Ability to work as part of a staff team and complete instructions as asked | I |
| 3.5 Ability to understand professional boundaries and act as a positive role model | I |
| **Other work-related requirements** | 5.1 Ability to support the Christian core values of the Association | I |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and register with the Update Service | I, D |
| 5.3 Understanding of the needs of childrens and adults from diverse cultural, social and racial backgrounds | I |
| 5.4 Confidence in ability whilst in the swimming pool | 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, young people and adults at risk*