



## After School Care Assistant

### POSITION DESCRIPTION

<b>LOCATED:</b>	Dependant on centre
<b>REPORTS TO:</b>	ASC Supervisor (directly) ASC 2IC (directly) Y-kids Coordinator (liaison and some management)
<b>HOURS:</b>	Monday to Friday, during school term Between the hours of 2.00pm-6.00pm depending on the programme site, and/or as required
<b>FUNCTIONAL RELATIONSHIPS:</b>	Other staff CEO Board of Directors (liaison) Parents and participants Child Youth & Family Services

### KEY RESPONSIBILITIES

Assist in the delivery of the ASC Programme five days per week during term time or as required ensuring the safety and well-being of the participants is paramount, and the OSCAR policies and procedures are adhered to at all times.

#### 1. Assist with the delivery of ASC Programme

- Assist the ASC Supervisor with the delivery of the programme
- Transport children to and from school to the programme as required, checking that all children are securely seat-belted and defensive driving is adhered to at all times.
- Be a role model and motivator of the children
- Ensure a high level of quality customer service at all times
- Assist with lesson planning in advance as required
- Refer parent enquiries to the ASC Supervisor
- Refer enrolments and attendances to the ASC Supervisor
- Ensure the correct and proper processes and quality management procedures for the programme are observed at all times
- Undertake risk analysis management for programme delivery for off-site trips as required by the ASC Supervisor
- Set up and dismantle equipment and/or materials as required
- Assist with the security of facilities and equipment maintenance.

#### 2. Reporting and Accountability

- Participate in weekly meetings with the ASC Supervisor and the ASC team as required
- Maintain a high level of communication with the ASC Supervisor and Y-kids Coordinator
- Ensure all relevant information, discussions, incidents, etc are documented
- Meet all accountability requirements

Employee Initial: \_\_\_\_\_

Manager Initial: \_\_\_\_\_

- Demonstrate good time management techniques, meet deadlines

**3. Team Participation and Development**

- Help to foster good team dynamics and attitude maintaining positive and productive working relationships
- Participate in regular team meetings and ensure a high level of internal communication, contribute ideas for planning and maintain good positive and productive working relationships
- Assist as a support role with other staff members

**4. Administration**

- Assist with the development of quality management policies and procedures for ASC
- Keep facilities clean and tidy
- Inform the ASC Supervisor when amenities and stocks of specific stationery requirements are low

**5. External Liaison and Promotion**

- Assist with the promotion of activities as required
- Assist with planning for future programme development as required
- Maintain courteous public relations and effective communications with participants, parents, schools and other community agencies and providers
- Ensure all incidents/accidents are documented and reported
- Assist with the distribution of promotional brochures and advertising as required

**6. Undertake Other Duties as Required**

- Undertake general housekeeping duties as required
- Assist with and supervise other sports and recreational activities as required

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## **PERSON SPECIFICATION**

### **Experience**

- A minimum of one year working with groups of children in recreation or childcare
- Experience, affinity and passion to work with children

### **Skills**

- Child development and behavioural management knowledge and skills
- Sensitive to child's needs and experience with children who have special needs
- Understanding of quality management procedures, risk management and safety procedures
- Computer literacy would be an advantage
- Understanding of Tikanga Maori and willingness to continue to seek knowledge and understanding of culture and aspirations
- Good delivery skills
- Good interpersonal skills and teamwork
- Good numeracy and literacy skills
- Ability to drive a manual van preferred.

### **Behaviours**

- Commitment to YMCA missions, values, social and strategic objectives
- Integrity and honesty
- Commitment to maintain confidentiality at all times
- Motivational behaviour
- Strong on common sense and problem solving
- Good health
- Honest, punctual and reliable
- Excellent team member
- Sense of humour and flexible attitude
- Be innovative
- Ability to communicate in a warm and responsive manner
- Professional presentation style; be a role model.

### **Qualifications**

- Tertiary training and qualifications in a relevant field
- Current First Aid Certificate
- Clean Full Drivers License preferred

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