Are you looking for an exciting, fulfilling and challenging holiday role? Do you have heaps of energy, enthusiasm and the capability to work with children creating a fun and safe environment? Can you communicate effectively with children and parents ensuring you provide excellent customer service alongside following our safeguarding procedures and policies? The University of Essex are offering a fantastic opportunity to join our team this summer for the return of our popular CHUMS holiday Camp for children aged 5-14.

CHUMS runs over the six week summer holiday and includes a packed schedule of professional coaching in a variety of popular sports, and other fun team-based games.

Job Description

Duties of the Post:

*Your job tasks will fall under a number of key areas:*

- To ensure a high standard of physical, emotional, social and intellectual care for all children in the school holiday facility
- To give support to other team members
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
- Supervision and care of children

Duties and responsibilities

Activity planning

- To provide safe, creative and appropriate play opportunities including preparing activities, organising programmes and arranging equipment
- To ensure that all activities are carried out within an equal opportunities framework
- To undertake any necessary training including play work training courses
- To provide an environment in which children can adapt their own play opportunities and lead their own development and interests
- To encourage community-wide participation and activity planning and delivery.

Partnership working

- To help develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs
- To encourage parental involvement and support through the development of effective working relationships
- To consult with the children and involve them in the planning of resources, activities and environment.

**Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities

**Direct play work**

- Help the play coordinator to ensure that wide ranges of creative and enjoyable activities are offered and made available for children to access freely and adapt to suit their own needs and interests
- Ensure sessions meet the full range of children's individual and group needs and interests.

**Other duties and responsibilities**

- To promote the aims and objectives of the holiday club and use as a guide for daily activities
- Be aware, understand and follow policies and procedures relating to your role
- To ensure the provision of good standards of physical, personal, social and emotional care
- To ensure high standards of safety, hygiene and cleanliness are maintained at all times
- To be responsible for the health and safety standards appropriate for the needs of the children
- To assist with the preparation and maintenance of materials and equipment
- Recording accidents in the accident book and ensuring the duty manager initials this before passing to parents
- Ensure all drop off/collection procedures are followed correctly to ensure the safety of everyone involved
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the holiday club and ensure all staff uphold its standards at all times, both within work hours and outside
- To ensure confidentially of all information received
- To be involved in out of working hours activities, e.g. training, staff meetings

To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Camp Coordinator.

**Personal Requirements:**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Must</strong></td>
<td>Working within a team environment</td>
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<td>have previous coaching experience</td>
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<td>Good communication skills. Outgoing and confident.</td>
<td>Willingness to volunteer on certain Essex Sport campus events &amp; festivals</td>
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<td>A love of all sports &amp; enthusiasm for the working with children</td>
<td>Confident and have a good working knowledge of the university and the products we offer</td>
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<td>Must be able to attend training/recruitment day</td>
<td>Flexibility to adapt to any situation you are presented with</td>
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To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Camp Coordinator.
How to apply

- To apply, please submit a CV, your name, email address, phone number and a 500-600 words description as to why you feel you would be an ideal candidate for this position. What experience you have had within a similar role and what skills you feel would make you an ideal candidate for the roll Submissions to be made via email to the Sports Development Team on sportsdevelopment@essex.ac.uk

- Closing date for completed applications is on 1st June 2018 at 12pm

- Interviews are planned for w/c June 11th or 18th.