



JOB DESCRIPTION

POSITION TITLE: HOLIDAY PROGRAMME VOLUNTEER LEADER

DEPARTMENT: RECREATION SERVICES

DIVISION: H²O XTREAM

RESPONSIBLE TO: PROGRAMMES ASSISTANT

SUMMARY:

ASSIST WITH THE RUNNING OF THE HOLIDAY PROGRAMME

DATES:

Primary School Holidays: DEC-JAN, APRIL, JULY, SEPT/OCT

Time: 8.30am – 4.30pm Monday's to Friday's

Venue: St David's Hall, Upper Hutt Uniting Parish

ATTRIBUTES SOUGHT:

The Position Holder shall:

- Enjoy working with primary school aged children.
- Show initiative and work under direct supervision.
- Have the ability to work in a team and contribute as a team member.
- Have no criminal conviction relevant to the well being of the programme.
- Have good health.
- Have a good sense of humour.

SPECIFIC DUTIES:

- To work with Programme Supervisor and assistant to run the programme.
- To set up and prepare equipment for the activities at the start and end of each day.
- To assist in the roll check (registration) of children at the beginning and end of each day.
- To lead, if appropriate, and participate in activities planned with direction of Supervisors.
- To be an appropriate role model to children and other Leaders.
- To ensure the safety and well-being of children on the programme with emphasis on identifying and reacting to potential risks.
- To report to Supervisor any problems (i.e. accidents and incidents) immediately upon situation arising.
- Cleaning of the venue at the end of each day.
- Take part in the evaluation of the programme through briefs and debriefs throughout each day.
- Importantly, have fun on the programme.

BENEFITS:

- There is no charge for activities on the programme.
- Training evening prior to the commencement of the programme.
- Experience to further your goals towards your career.
- The hours you volunteer can be signed off toward your Duke of Edinburgh Award.
- A reference of your performance will be provided on you request if you volunteer for more than a week. This can be used for your CV.
- A fun-filled way to spend your holidays.
- Complimentary swims to the H²O Xtream during your time on the Holiday Programme.
- Westfield vouchers for each day you volunteer.

Physical address: corner Brown and Blenheim Streets, Upper Hutt | **Postal address:** Private Bag 907, Upper Hutt

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www.h2oxtream.com | www.activation.com | www.upperhuttcity.com