



Job Description

BEFORE & AFTER SCHOOL PROGRAMME ASSISTANT/DRIVER(S)

REPORTS TO	Operations Manager – Whanganui Boys & Girls Gym Club
LOCATION	Whanganui Boys and Girls Gym Club
HOURS OF WORK	Part Time (up to 25 hours per week) Monday to Friday during school terms. <i>This position has flexible working hours to meet the needs of the club.</i>
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none">• Operations Manager• Coaches• Staff/Volunteers/Members
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none">• Schools/Kura• General Manager Sport Whanganui

About Whanganui Boys and Girls Gym Club

The Whanganui Boys & Girls Gym Club is a non-profit charitable organisation, established in 1957. Today we have over 500 regular gymnast members who use the club at least once a week and around 850 users each week. We are affiliated to Gymnastics New Zealand along with almost two hundred other gymnastics clubs in the North and South Islands of New Zealand. We provide gymnastics sessions not only for the super talented kids of Whanganui and beyond, but for everyone who wants to have a go.

We have a team of dedicated staff, coaches, and volunteers who make the club a great place to be whether it be during the week in our sessions or at one of our annual events or competitions.

We also run a popular Holiday Programme each school holidays, packed with a variety of activities for tamariki aged 5-13 years old. The Before and After School Programme extends this offering to whānau seeking care for their primary-aged children in the mornings before school starts, and after school, including transportation from school to the programme.

Vision:

To enrich young lives through quality gymnastics delivery, enhancing movement skills, personal development and athletic ability

Purpose of the Role(s)

Whanganui Boys and Girls Gym Club requires a highly organised, multi skilled Holiday Programme Assistant/Driver(s) to ensure the safe and effective delivery of its new Before and After School Programme.

This person(s) will be critical to the delivery of the brand new Before and After School Programme. You will be committed to great customer service delivery, great organisational and communication skills whilst also being capable of multitasking & ensuring the efficient and timely operation of the programme.

Key Areas of Responsibility

- Assist with the preparation of the before and after school programme.
- Daily inspection of programme vehicles.
- Assist in the safe transportation of tamariki to and from the programme.
- Assist with the supervision of children in the programme, co-operating with other staff to ensure adequate levels of supervision and safety are maintained at all times.
- Communicate with schools/kura and other staff members of WBGGC as required.
- Build positive professional relationships with children in the programme.
- The role could cover the following tasks: venue set up and pack down, cleaning of toilets and kitchen and re-stocking of hygiene supplies, preparing snacks, monitoring of food allergies and dietary needs.
- Attend meetings, training & professional development as required.
- Any other programme tasks requested by Management.

Role requirements

- Aged 25 years or older with a valid, clean and full New Zealand Driver's License. Must have held full license for at least two years.
- P license an advantage but not necessary.
- Must have experience working with children.
- Excellent communication skills to work with schools/Kura team members, caregivers and tamariki.
- Work well within a team and stay calm in stressful situations.
- Successful applicants must approve a police vetting check and undertake safeguarding children training.
- Training will be provided to the right applicant(s).

Key Tasks

Key Tasks	Responsibilities
Programme Activities	<p>Prepare & manage activity resources & materials</p> <ul style="list-style-type: none"> • Daily set up of materials and equipment • Keep all storage areas tidy • Direct children to tidy up after activities; assist in daily clean up and packing away at the end of the week <p>Assist and encourage children during planned activities</p> <ul style="list-style-type: none"> • Assist with the full range of activity types on offer in the programme • Encourage children to participate in planned activities • Monitor children during activities and assist with any difficulties • Seek input from children about adapting or modifying the activity & feedback afterwards <p>Initiate unplanned activities and facilitate free play periods</p> <ul style="list-style-type: none"> • Maintain consistent involvement in children's free play – supervising and facilitating • Initiate unplanned activities that are age-appropriate and suitable for the available facility and resources • Assist children to sustain and extend their free play
Supervision & Safety	<p>Supervise children</p> <ul style="list-style-type: none"> • Supervise children during each programme session. Maintain constant supervision of any designated activity or area • Stop activities as required and re-direct children to maintain safety • Co-operate with other staff to maintain adequate levels of supervision • Carry out roll call as required <p>Manage emergencies</p> <ul style="list-style-type: none"> • Participate in emergency evacuation drills • Undergo training in emergency procedures • Participate in debriefing after any emergency <p>Carry out required health & safety duties</p> <ul style="list-style-type: none"> • Report all incidents and accidents using appropriate forms and procedures • Other required duties may include venue checks; hazard checks; sun safety; trip safety briefings; explaining rules & boundaries; first aid kit checks; supervision of hand-washing • Reporting of concerns to Programme leader or Management.

Professional Communication & Conduct	<p>Build positive programme relationships with children in the programme</p> <ul style="list-style-type: none"> • Welcome children by name each day • Consistently initiate and take part in friendly communication with children • Make yourself approachable to children by paying attention to their behaviour and positioning yourself appropriately • Manage minor misbehavior and help children to resolve conflicts. • Always behave and speak professionally toward the tamariki. <p>Use appropriate and professional communication with parents.</p> <ul style="list-style-type: none"> • Initiate communication by introducing yourself • Communicate in a friendly and courteous manner • Refer all inquiries about enrolment, complaints, behaviour issues, fees and other administrative matters to the appropriate person <p>Meet other professional requirements.</p> <ul style="list-style-type: none"> • Attend staff meetings • Contribute to programme planning • Undertake professional development • Arrive for work on time and dressed appropriately
Other Programme Responsibilities	<p>Assist with setting up the programme venue</p> <ul style="list-style-type: none"> • Move, set up equipment/ furniture as required • Check free play resources are fit for use • Prepare displays – art, photos, programme information • Clean toilets as required and re-stock hygiene supplies <p>Assist with food preparation</p> <ul style="list-style-type: none"> • Set up kitchen area & clean afterwards • Prepare snacks hygienically and following menu guidelines • Ensure food allergies and dietary needs are carefully monitored