



## **POSITION DESCRIPTION**

Position title: Holiday Program Junior Coordinator (Assistant Coach)

Location: Benton Jr College - Mornington

### **Purpose of the Role**

The Assistant Coach is responsible for supporting the Coach in facilitating the activities each day at the holiday program.

Assistant Coaches will support the Coach in running a number of sports each day using the provided equipment, giving instructions, running warm ups, giving demonstrations and skills training and coordinating games within each sport.

Assistant Coaches report directly to the Approved Provider and/or Nominated Supervisor and are expected to accept their supervision and direction at all times.

**This role is suited to confident people with good fitness levels. Assistant Coaches must be knowledgeable in a wide range of sports and be confident enough to communicate with large groups of children and maintain their attention. All Coaches need to be able to observe and respond to the children's behaviours and when necessary, adapt the activities to maintain their interest.**

Assistant Coaches must be aged 17 or over.

### **General Responsibilities**

All employees at EPIC Holiday Camps are responsible for the care and supervision of school-aged children.

Employees are expected to work with their colleagues and managers in a collaborative and positive manner in order to maintain a harmonious and dynamic environment.

All employees must abide by the philosophy, values and policies of EPIC Holiday Camps at all times.

In addition, all Assistant Coaches are required to assist Coaches in maintaining the record keeping requirements as outlined in the National Quality Standards Framework and My Time, Our Place, by providing feedback and observations about children's experiences and development each day.



## **Specific Responsibilities**

- Assist with greeting children and families on arrival
- Be aware of scheduled activities and set up any equipment required each day
- Under direction, work with individual children with particular needs
- Undertake and implement the requirements of quality assurance
- Work in accordance with food safety regulations
- Demonstrate full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Take an active approach in promoting and supporting student, staff and visitor safety and wellbeing, anticipating and responding accordingly to potential threats
- Be familiar with emergency procedures and being ready to implement them if necessary
- To assist with the preparation of healthy foods for the children.
- To treat each child with dignity and respect, taking into consideration any cultural, socioeconomic or other differences.
- To assist with ensuring the health and safety of all children, reporting all accidents and incidents to the coordinator
- To assist other staff to maintain the centre in a clean, attractive and safe condition.

## **Essential Requirements**

- Working with Children Check (Employee level)
- An intention to study OR be enrolled to study an approved qualification
- A desire to work with children
- Sports knowledge

## **Preferable**

- Diploma in an approved qualification
- Anaphylaxis & Asthma Training
- Level 2 First Aid qualification



## **Commitment to Child Safety**

EPIC Holiday Camps is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. EPIC Holiday Camps has zero tolerance for child abuse and is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in EPIC Holiday Camps has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.