



POST TITLE	:	Sports Camp Activity Leader
SALARY	:	£Meets minimum wage rates
REPORTING TO	:	Camp Coordinator
LOCATION	:	TBC
HOURS	:	8am-3.45pm Children arrive at 8.30am and are collected at 3.30pm

QUALIFICATIONS:

- Must hold a recognized coaching or teaching qualification.
- Desirable level 1, 2 or 3 coaching qualifications.
- Desirable first aid qualification (An allocated first aider will be on school site).
- You must have attended a safeguarding and child protection course.
- Must have a DBS enhanced disclosure. (Sporting Dreams will process a new DBS)

EXPERIENCE:

- Experience working with young people 4-12years old.

Our services have significantly evolved at Sporting Dreams from starting in 1999. Our coaches and instructors are our most important asset. Our purpose is to improve the health and happiness of children and young people using sport, dance and healthy exercise as vehicles.

Activity Leaders: Job Introduction & Overview:

Every school holiday, Sporting Dreams provide parents with sports activity and coaching camps. We are always looking to recruit enthusiastic sports coaches, dance instructors and activity leaders and assistants. The **Activity Leaders** role is to create a fun and safe learning environment whereby children can learn the basic skills of how to play a sport/activity through playing fun games and competitions in pairs and small teams no bigger than 7v7. The role of an **Activity Leader** is more as an organiser. Organising games and a little hint of skills coaching once the children understand what they have to do.

DUTIES AND RESPONSIBILITIES:

Prior to camp duties:

1. Prior to camp, read all policies and procedures which all staff must follow.
2. To read the risk assessment of each activity prior to camp.
3. To read the activity pack explaining how to play and organise the games and activities.

Upon on arriving to camp duties:

4. Arrive promptly at the agreed time.
5. To check the staff planner and daily activity plan/rota.
6. To change into the staff uniform. Usually t-shirt, tracksuit top, rain jacket.

Administrative and classroom duties:

7. To set up the classroom for registration, moving tables and chairs.

8. To set up the computer, projector and entertainment (youtube cartoons, quizzes) for children during registration, breaktime, lunchtime and collection time.
9. To set up table games for children to play during registration.
10. To stand at the entrance of the classroom and to welcome parents and children and guide them through the signing in and signing out process.
11. As parents sign in watch them complete the form and check all information is completed, including emergency contact numbers, medical details and permission to take photos.
12. To question parents on the medical conditions of their child and to deal with the details themselves, eg like asthma and inhaler. If you are not first aid qualified consult the camp coordinator or one of the allocated first aiders.
13. To comfort children feeling nervous and introduce them to other children.
14. At the start of the day at 8.45am (and repeat at 10.15am after 2nd registration) to follow the Staff Daily Welcome, Safety and Behaviour Script. To introduce yourself and other staff members to the children and explain what activities they will play, how we expect them to behave to other children and staff. Explain what medals, trophies and awards they can win.
15. Explain the scoring system on their award certificates.
16. Explain the toilet policy and break times.

Activity Leading Tasks:

17. To follow the daily activity plan set by the camp coordinator.
18. Deliver lessons with enthusiasm and engaging all abilities and providing a fun positive experience, and motivate all children to take part.
19. Before children arrive for registration, to set up the playing areas and activity stations making sure there is enough vests, markers and sports equipment to play the games and activities.
20. To carry out a risk assessment of the playing areas and to make sure the equipment is safe and in a useable condition.
21. To use own initiative and plan alternative games and activities if there is a wet day or indoor facilities become unavailable.
22. To understand the basic process of how to deliver an activity and how children learn. The **learning process** can be summarized as follows.
 - Set up the game.
 - Explain the game.
 - Demonstrate the game.
 - Play the game.
 - Check if everyone understands and repeat the process again.
 - Then apply some skills coaching.
23. Motivate, inspire, engage and educate young people through sport and exercise.
24. To promote and encourage socially acceptable positive behavior, rewarding and praising effort, fair-play and positive sportsmanship.
25. Create and maintain a safe and secure physical environment.

Supervising tasks & Responsibilities:

26. To supervise children in your care at all times.
27. Responsible for the health, safety and well-being of each child.
28. Responsible to find out before each lesson any medical conditions of children in your care by checking the signing in sheets.
29. To take the whole class to the toilet at 8.45am, 11am and 1pm.
30. To ensure that the **Activity Leader Assistant** supervises any children who want to go to the toilet at any other time.
31. Explain the importance of how to walk around the school facility safely, not to run, and to stay in a line in between their Activity Leader, who will be at the front of the line, and the Activity Assistant who will be at the back.
32. To understand the importance of knowing how many children are in their class.
33. To carry out a class registration at 8.45am, 10.15am, 1pm.
34. To know the exact number of children in your care.

35. To head count children at the start of the day 8.45am, and at 10.15am, and 1pm, and at the end of each activity to check each child is present before continuing to the next activity or location. To use the class register as a reference.
36. **Managing behavior:** To explain to children the rules in terms of expected behavior and explain the consequences of misbehavior.
37. Minister and record first aid treatment, or place the child in the care of a qualified first aider and provide information to parents about accidents/incidents. Report any incidents to the camp coordinator.

Communication Duties:

38. Show excellent and professional communication with children, parents, site staff and work colleagues.
39. Provide consistent feedback to the camp coordinator about all work issues.

Systems & Procedures:

40. Follow and commit to the Sporting Dreams systems and procedures.
41. Suggest and encourage system changes to improve the quality and efficiency of work.

Approachability & Pride:

42. Fully approachable at all times and takes pride in appearance.
43. Wear the Sporting Dreams uniform with pride and to clean, iron tops to look presentable.
44. Professional approach to all work duties.

CONSISTENCY

45. Consistent with systems, procedures and all work matters.

HEALTH, WELLBEING & HAPPINESS

46. Lead by example and live a healthy active lifestyle.
47. Minimize sickness through eating well and having a well-balanced diet and exercising regularly.
48. Positively contribute to creating a fun and happy atmosphere so all around you enjoy it as well.

RAPPORT

49. Professional, polite and courteous with parents, children, site staff and work colleagues.
50. Build a positive rapport with colleagues and clients.
51. Show interest in listening to others and work on building exceptional relationships with customers and colleagues.
52. Give praise, thanks and encouragement to customers and colleagues.

CUSTOMER SERVICE

53. To provide excellent customer service and strive at all times to perform to the highest standards.
54. To go that extra step to assist a client or colleague.

EDUCATION & GROWTH

55. Continually learning new skills through attaining new qualifications.
56. Research and book onto coaching courses.

EXCELLENCE

57. Continuously improve your standard of delivery.
58. Strive to achieve excellence.

GENERAL

59. A DBS disclosure will be required for this post. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

How to Apply:

E-mail your CV to info@sporting-dreams.co.uk