



BOSCO Beckenham Out of School Care Organisation

PO Box 28 082, Beckenham,
Christchurch, 8244
027 645 6632
boscoincorp@xtra.co.nz
www.bosco.org.nz
Charitable Status: CC40574

JOB DESCRIPTION - ASSISTANT

Purpose of the Position:

To assist the Co-ordinator in the day to day running of the After School and the Holiday Programmes.

Accountability:

Responsible to the BOSCO Co-ordinator and Management Committee

Tasks and Responsibilities:

After School and Holiday Programmes:

Implement programmes as planned by Co-ordinator.
Assist with setting up of Multi-Purpose room for sessions and all planned activities for the days working, and refer to board for planned daily activities.
Prepare afternoon teas (refer to board for that day's).
Help serve and afternoon teas.
Help with all domestic duties as per roster; ensure everything is put away at end of sessions.

Children:

Encourage children to join in any planned activities and fully participate yourself in all planned activities.
Ensure interpersonal conflicts between children are resolved safely.
Focus on behaviour not the child.
Reinforce children's positive behaviour often.
Be aware of differing moods of children; be able to adapt standards if they are fatigued, irritated or stressed.
Treat all children fairly and equally.
Behaviour Management of children (refer to page 3 section 6 of policy and procedure manual or Co-ordinator for this).
Be in a position to be able to see children at all times.

Environment:

Create an environment, which is comfortable for all children.
Ensure all equipment is used in a safe manner.
Ensure children are safe from danger (e.g. not running inside, chairs out of way.)

Health & Safety:

Ensure the BOSCO area is clean and healthy at all times and regular cleaning is done to ensure a safe environment for all.
Ensure a current first aid certificate is held by you.
Administer first aid as required.
Be aware of any special requirements for a particular child (e.g. medication, food allergies, parent requests etc.)
Participate in Fire/Earthquake drills as required (refer to Co-ordinator for your role in all emergency procedures).
Be familiar with, and comply with all Health & Safety regulations and any health & safety requests (including RAMS forms) by Co-ordinator or Management.
Correctly fill in any accident and/or incident reports when required and ensure they are signed off by Co-ordinator and child's parent or a staff witness if for you. Ensure all accidents and incidents are advised to the Co-ordinator immediately (including for you).

Administration:

If unavailable to work you must contact the Co-ordinator by phone (not texting) before 11am for After School session, or before 7am for the Holiday programme sessions. If you cannot contact the Co-ordinator you must contact the Supervisor. You must not send text messages or leave voice messages to advise your absence.

Advise Co-ordinator of any information or material for the monthly Management Committee report or newsletter.

Ensure your timesheet is correctly filled in and Co-ordinator signs off each fortnight for paying of wages.

Ensure you notify Co-ordinator of any changes in address, bank details or any other relevant personal details held on file.

Team Work:

Be a co-operative member of the team.

Be open and responsive to all parents (including outside users).

Undertake an equal share of the domestic duties in the programme.

Ensure an appropriate level of supervision of the children is maintained at all times and staff/child ratios are met.

Attend weekly staff catch ups each Monday and attend and participate in the monthly staff meetings (held on the first Monday of each month).

Professional development:

Be conversant with BOSCO policies and procedures.

Attend Management Committee meetings when requested.

Attend training courses and workshops as required.

Have a commitment to on-going training and professional development.

Personal:

Be relaxed and comfortable, but alert at all times.

Maintain good eye contact where appropriate.

Maintain a clean, healthy, professional appearance at all times (including when attending training).

Listen carefully and respectfully.

Have a high tolerance for noise, movement and don't expect order every moment.

Show enthusiasm for each session.

Notification of issues to the Co-ordinator in the first instance and secondly to the Chairperson.

Name: _____

Signature: _____

Date: _____