

UK Latin Community

Job Description

Position Title: Hub Leader/Coordinator

Work Location: Central Office and Area Hubs / Lewisham – Lambeth – Greenwich – Southwark

Department: UKLC holiday camp coordinator

Contract: Seasonal work available in school holidays (Easter, Summer, and Christmas).

Pay: Based on experience and qualifications

Aim of Role

Hub Leader is responsible for the running of the Holiday Hub, initiating games, helping with activities and ensuring the welfare needs of all children are met. Also carry admin duties, carry for the staff. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

Job description

- Enforce Health and Safety regulations and ensure the camp is a safe environment for all.
- Develop a daily and weekly schedule including the special activities of the camp. Responsible for the day-to-day functioning of program activities.
- Facilitates with the pre-planning and prep work regarding camp including ,but not limited to, structure of day, recruitment/enrolment of new applications, planning excursions etc.
- Assure all paperwork is kept accurate including but not limited to: Filed trips transportation, attendance, contact list for all staff etc.
- Provide support and guidance for your team. You must communicate effectively with your team to ensure that camp runs smoothly and organise staff meetings regularly.
- Lead onsite Induction Training Day for staff ahead of camp.
- Develop and manage all programs of the Holiday Camp Program
- Maintain a current and accurate record of all children enrolled in the Holiday Camp or in the wait list.
- Assess and review staff performance. Staff will be assessed at the end of their employment.
- Liaise with parents and guardians.
- Ensure high risk activities and paperwork are being completed in accordance with UK Latin Community Codes of Practice
- Maintain a tidy site/toilets and ensure all equipment is packed away.

Role Requirements

WHAT WE'RE LOOKING FOR IN YOU!

- Attend compulsory Training Day – see contract letter for further details.
- Hold or working towards a childcare, sport or teaching related degree (or relevant qualification)
- Have experience working on a camp/childcare setting or leading a team (ideally within a school or similar)
- Hold or willing to attain Certificate in Understanding Autism qualification.
- Hold or willing to attend training for a valid Paediatric First Aid Qualification
- DBS check through UK Latin Community or have an existing enhanced DBS on the Update Service
- Provide satisfactory references.
- Be available for Induction Training Day
- Function as a team member

WHAT WE EXPECT FROM YOU

- Ensure that the company fulfils all of its Health and Safety obligations by carefully following and enforcing procedures and safe systems as detailed in manuals and training.
- Demonstrate a proactive and diligent approach to all safety issues and maintain ultimate responsibility for all Health and Safety on camp.
- As part of the Senior Team, complete a staff evaluation for each staff member at the end of their contract.
- Report any concerns regarding Child Protection to the Designated Person at Central Office
- Ensure that staff are aware of any children on camp who may have additional needs (including dietary needs) or a medical condition. Assist them in making reasonable adjustments to accommodate or understand children's requirements .
- Ensure necessary medication is administered correctly according to EI forms and appropriate documentation completed.
- All staff may be required to support a swimming session. You'll need to bring swimwear daily.

Application Process

- Complete application and confidentiality statement
- Interview with the UKLC holiday camp coordinator
- Due to the nature of this role is subject to a DBS check.
- Provide two references.
- Provide copies of any relevant certificates
- Attend mandatory training.

Please complete the application form and send it by email to admin@uklatincommunity.org with the title of the position for which you are applying in the subject line.