

UK Latin Community Volunteer Job Description

Position Title: Recreation Assistant

Work Location: Lewisham, Lambeth, Greenwich, Southwark

Department: UKLC Holiday Camp Coordinator

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

Shifts and Schedules: Monday to Friday / Part time – Full time

Aim of Role

Recreation Assistant Volunteer will assist in organizing and supervising the activity programs. The recreation assistant will be responsible for planning and executing activity programs, supervising and assisting participants, and ensuring that the facilities and equipment are clean and safe for use. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

Job description

The Recreation Assistant will be responsible for planning and executing activity programs, supervising and assisting young children on daily activities, and ensuring that the facilities and equipment are clean and safe for use. Should be able to devise engaging and enjoyable activities, have a lot of patience, a positive attitude, and be comfortable working with people of all ages and disabilities.

Work activities

- Planning and organizing activity programs under the supervision of a Hub Leader
- Setting up activity equipment such as tables, instruments, electronics, etc
- Maintaining and cleaning recreation equipment and facilities
- Assisting recreation staff in conducting sports, games, and events
- Performing administrative tasks such as filling out paperwork and answering telephones
- Ensuring young children are safety
- Be willing to work in a team atmosphere
- Arrive to camp by scheduled time each day
- Eat lunch with your group
- Do not sit down during an activity, unless the activity is a sit-down activity!
- Prepare for activities before the activity begins
- Notify your Hub Leader or coordinator of ALL incidents immediately, and any discipline problems, as needed.
- Attend all mandatory trainings - online and in person
- Maintain safety, both physically and emotionally, at all times
- Assist in providing an environment where children can be creative, learn new and various activities, and grow as a social being
- Committing to and upholding all camp rules
- Set a good example

Volunteer Role Requirements

WHAT WE'RE LOOKING FOR IN YOU!

UK Latin Community CIC Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required. UK Latin Community CIC Companies House REG N. 12992683 - 372 SHOOTERS HILL ROAD, LONDON, SE18 4LS

- Experience in a similar role (But not necessary)
- Comfortable working with people of all ages and backgrounds
- Excellent communication, interpersonal, and public speaking skills
- Strong creativity and socialization skills
- Good character, integrity and adaptability
- Visual and auditory ability to identify and respond to environmental or other hazards related to camp activities

Application Process

- Complete application and confidentiality statement
- Interview with Volunteer Coordinator
- Due to the nature of this volunteer opportunity the role is subject to a DBS check.
- Provide two references
- Provide copies of any relevant certificates
- Attend mandatory training