

## Job description – Holiday Club Playworker

### Organisational details

YMCA East Surrey  
YMCA Sports and Community Centre  
Princes Road  
Redhill  
RH1 6JJ  
T 01737 779979

YMCA East Surrey is a charitable company limited by guarantee and also a registered provider of social housing.

Charity registration no. 1075028  
Company registration no. 03716594  
Registered provider no. 4854

Post to be based at the above address.

### Directorate: Children & Young People

### Responsible to: After School & Holiday Club Coordinator

Responsible for: N/A

**Job purpose:** YMCA East Surrey is looking to recruit enthusiastic, motivated individuals to lead and provide play opportunities for children in the community at our Redhill centre within the school holidays.

### Main responsibilities

- To participate in the safe delivery of the holiday clubs provided by YMCA East Surrey
- To assist senior staff in the play setting to ensure its smooth and reliable operation
- To work as part of the team, initiate and lead programmed activities, alongside additional free-play opportunities including sports, arts and crafts, games and creative play
- To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities
- To work as part of a team of playworkers and volunteers to ensure that the service provided is high quality and appropriate for the service users
- To ensure that all of your working practices operate within the organisational health and safety and procedures in particular with regard to your direct work with children attending the YMCA activities and to ensure that safeguarding and child protection policies are always adhered to
- To supervise the play environment to ensure physical and emotional/personal safety for all children/young people attending. This includes keeping records of any accidents or injuries that may occur and any medication administered (upon parents written consent)
- To ensure that all children/young people on their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences
- To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies
- To ensure that play materials, equipment and play spaces are maintained, kept safe and stored appropriately in line with current procedures
- Assist in packing up of play equipment, at the beginning and end of each session

## Discretion to act

Long-term decisions and strategic changes will be made by the CEO and the Head of Children & Young People.

## Relationships

The Holiday Club Playworker is part of the Children & Young People Team. Line management on a daily basis will be provided by the After School & Holiday Club Coordinator.

## Environment

YMCA East Surrey is an independent charity, affiliated to the National Council of YMCAs, that has been responding to local need since 1870. Our aim is to help individuals to reach their full potential, especially those who are vulnerable or face disadvantage.

YMCA East Surrey operates primarily in Reigate and Banstead but also offers services in Epsom and Ewell, Mole Valley, Tandridge and West Sussex. Our four main centres are:

- ▶ YMCA Sports and Community Centre, Redhill
- ▶ YMCA Sovereign Centre, Reigate
- ▶ YMCA Hillbrook House, Redhill
- ▶ YMCA Supported Move-On project, Lynwood Road, Redhill

Our friendly team of over 130 staff and volunteers deliver services and projects across four main areas:

### Children's Services

- ▶ Y-Kids After School Club and School Holiday Clubs
- ▶ Recreational activities incl. trampolining, gymnastics, football and dance
- ▶ Yippee and Yip4Youth short break services for children and young people with disabilities
- ▶ YMCA Pre-school
- ▶ Y-Tots under 5's activities
- ▶ Y-Tots Crèche
- ▶ Children's Parties
- ▶ YMCA Banstead Children's Centre

### Youth Services

- ▶ Local prevention youth work incl. summer holiday activities and street-based youth work
- ▶ Disability youth work incl. sports and social activities
- ▶ Volunteering opportunities, training and mentoring for young people
- ▶ Heads Together, a free counselling service for young people

### Health and Wellbeing

- ▶ Inclusive fitness gym and group classes
- ▶ Disability sport
- ▶ Specialised classes for adults with chronic health conditions or rehabilitating from an injury or illness
- ▶ Health Promotion services incl. NHS Health Checks, weight management sessions, stop smoking services and free guided health walks
- ▶ Challenge fundraising events incl. large community events such as the annual Fun Run and Santa Run

### Housing Services

- ▶ YMCA Hillbrook House, supported accommodation for homeless young people
- ▶ Advice, support and access to a range of services to encourage independent living

- ▶ NextStep, a rent deposit guarantee scheme assisting families and individuals at risk of homelessness into sustainable, private rented accommodation
- ▶ Move-on accommodation for young people as a step towards independent living

Please visit our website or read our annual review for more information about YMCA East Surrey's work in the community. [www.ymcaeast Surrey.org.uk/annual-review](http://www.ymcaeast Surrey.org.uk/annual-review)

## Terms and conditions

**Hours of work** – The Redhill holiday club is open every school holiday and runs 7.30am until 6.15pm, of which you will be offered up to an 8 hour shift that may be subject to change each day. Work is offered on a casual basis.

## Pay rate –

- Under 18 playworker – £6.11 per hour
- 18 – 25 years old – £8.61 per hour
- Over 25 years old - £9.19 per hour

For each shift worked, you will receive an additional payment of 12.07%

## Benefits –

- Comprehensive training programme for personal and professional development
- Working for a leading Out of School Childcare Provider within Surrey
- Flexible working schedule
- Free onsite parking
- Free gym membership if you consistently undertake a regular shift.
- On-going supervision and support

**Applications will be assessed on receipt and interviews offered to shortlisted candidates**

**Person specification**

**Qualifications, training and understanding**

<b>Essential</b>	<b>Desirable</b>
	NVQ Child Care/play work level 2
	Clean driving licence

**Experience**

<b>Essential</b>	<b>Desirable</b>
Experience of delivering activities or playwork with children aged 4-12 years' old	Experience in managing children and young people's behaviour in various situations
Experience of planning, organising and carrying out tasks, e.g. music, drama, art, cooking sessions	Understanding and commitment to equal opportunities

**Abilities, skills and attitude**

<b>Essential</b>	<b>Desirable</b>
Knowledge of the importance of play in child development (aged 4 – 12) and (13-16)	Car Driver
Ability to work independently and as part of a team.	
Ability to manage time/resources	
Ability to monitor and maintain safe working practices.	
Knowledge of safeguarding and child protection legislation	
Commitment to the YMCA's Aims and Purposes	
Willingness to work flexible hours	
Meet all criteria of Children Act 1989 and 2004 Act	