



Lumen Learning Trust

Learning together for a brighter future

Job Description

Job title Summer Camp Early Years Co-ordinator

Hours: 7.30am – 6.00pm

Line manager: Summer Camp Leaders

Line Management: n/a

Salary: Daily rate £145.00

Title	Summer Camp Early Years Co-ordinator
Job Purpose	Ensuring service provision is a safe, fun, and stimulating environment for Early Years children, reflecting the Lumen ethos of putting the children's needs at the heart of its provision.

Key Responsibilities

- Supporting Camp Leaders and advising Activity Leaders on the focused, specialised care and attention required by Early Years children.
- Work alongside Camp leaders to ensure the strategic vision for Camp meets the needs of Early Years children.
- Work alongside Camp Leaders to complete daily operational tasks e.g. taking photos for the website, working within the confines of photo permission for some Camp attendees.
- Ensure adequate levels of resources are available and activities are tailored for the specific needs of the age range.
- Provide support and advice for Camp Leaders i.e. regarding adaptations required to meet the specific needs and interests of the age range.
- Responsibility for the safety and wellbeing of the Camp's youngest attendees, ensuring that any remedial action is taken immediately.
- Ensure facilities for personal care, including toileting and other associated welfare duties, are available and suitable for Early Years attendees.
- Be aware of staff ratios at all times.
- Act as an integral member of summer camp staff team.
- Communicate clearly, honestly and respectfully with staff, children and parents.
- Meet & Greet Parents in the morning in line with registering/signing children in to camp, giving and receiving messages to/from parents about individual children and ensure these are shared promptly with Activity Leaders and Camp Leaders.
- Ensure the Summer Camp behaviour management policy is followed by all children.
- Provide support for Activity Leaders in managing behaviour and first-aid incidents.
- Ensure first aid is administered effectively, completing H & S documentation (Accident Forms, Incident Forms, etc.) where required.
- Ensure safeguarding processes are followed in line with Lumen policy & procedures, including around support for toileting and personal care for our youngest attendees.
- Work with Activity Leaders and Assistants to ensure the additional needs of Early Years children while they are eating during snack breaks/lunchtime are fully supported.
- Ensure the care and cleanliness of the Camp site is maintained, leaving activity zones tidy at all times including as part of end of day routines – sweeping floor, wiping tables, etc.
- Ensuring children are suitably dressed for activities and weather conditions.
- Ensure children have access to drinking water at all times.

General

- Work as a positive team player, demonstrating mutual respect and integrity.
- Able to work at a fast pace, multi-task and prioritise on a daily basis.
- Good judgement and a strong moral and ethical code.
- Participate in all required training both before the commencement of Camp and during.
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity;
- Ability to be flexible, creative and adaptable to situations
- Positively support Camp Leaders and contribute to new ideas and areas for improvement to the overall Camp experience for children.
- Fully understands, respects and works within the expectations regarding professional confidentiality.

LLT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Terms of Employment

All offers of employment are subject to Lumen Learning Trust normal policies and procedures.