



# Lumen Learning Trust

Learning together for a brighter future

## Job Description

**Job title** Summer Camp Activity Assistant

**Hours:** 7.45am – 5.45pm

**Line manager:** Summer Camp Leaders

**Line Management:** n/a

**Salary:** Daily rate £105.00

<b>Title</b>	Summer Camp Activity Assistant
<b>Job Purpose</b>	Ensuring service provision is a safe, fun, and stimulating environment, reflecting the Lumen ethos of putting the children's needs at the heart of its provision.  Assisting Activity Leaders in delivering activities which can include, multi sports, games, arts & craft, downtime and structured play.
<b>Key Responsibilities</b> <ul style="list-style-type: none"><li>• Act as an integral member of summer camp staff team.</li><li>• Take instruction from Activity Leaders on how to support activities effectively and safely.</li><li>• Move freely between activities each day depending on booking levels and needs.</li><li>• Demonstrate initiative in supporting groups and/or individual children as required to ensure the smooth and successful running of an activity.</li><li>• Work with groups leaders to ensure adequate support is in place for groups at all times (working within relevant ratios for the broad age range supported at Camp).</li><li>• Communicate clearly, honestly and respectfully with staff, children and parents.</li><li>• Ensure the Summer Camp behaviour management policy is followed by all children.</li><li>• Ensure activities are age and ability appropriate and are using the equipment and space safely.</li><li>• Ensure activity areas and walkways/access points are clear and safe for parents, staff &amp; children.</li><li>• Ensure first aid is administered effectively, completing H &amp; S documentation (Accident Forms, Incident Forms, etc.) where required.</li><li>• Ensure safeguarding processes are followed in line with Lumen policy &amp; procedures.</li><li>• Assist children with personal care, including toileting and other associated welfare duties.</li><li>• Supervise children while they are eating during snack breaks/lunchtime effectively and support children where required</li><li>• 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.</li><li>• Ensuring children are suitably dressed for activities and weather conditions.</li><li>• Ensure children have access to drinking water at all times.</li></ul> <b>General</b> <ul style="list-style-type: none"><li>• Work as a positive team player, demonstrating mutual respect and integrity.</li><li>• Able to work at a fast pace, multi-task and prioritise on a daily basis.</li><li>• Good judgment and a strong moral and ethical code.</li><li>• Participate in all required training both before the commencement of Camp and during.</li><li>• Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity;</li><li>• Ability to be flexible, creative and adaptable to situations</li><li>• Positively support Camp Activity Leaders and contribute to new ideas and areas for improvement to the overall Camp experience for children.</li><li>• Fully understands, respects and works within the expectations regarding professional confidentiality.</li></ul>	

*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.