

GIBRALTAR SPORTS AND LEISURE AUTHORITY

JOB DESCRIPTION

Job title: Stay & Play – Assistant Stay and Play Leader in Charge.

Responsible to: Sports Development and Training Unit through the Stay & Play Leader in Charge.

Hours of Work: 30 hours per week. (26th June to 27th August 2020)

Job Specification:

The main functions of the post are:

- To undertake the induction for the Summer Sport and Leisure programme.
- To be involved in the planning and organisation of a programme of positive sport, recreation, educational and Leisure opportunities within the guidelines of the Stay and Play programme.
- To familiarise themselves with the children taking part on the Stay and Play Programme.
- To support the Leader in charge in the development of the day-to-day programme and rotations.
- To familiarise all leaders in the aims and objectives of the daily programme.
- To work in partnership with the Sports Train team to organise integration days.
- To lead different parts of the daily programme
- To lead and motivate children taking part on the Stay and Play Programme to join in the different sport and leisure activities organised when required.
- To ensure safe and agreed practises are adhered to at all times.
- To administer First Aid, if qualified, as and when required.
- To evaluate the daily progress of the child within the programme.
- To undertake any other appropriate duties, which the Sports Development Officer or his/her representative may require.

Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualification	Willingness to undertake First Aid training.	Qualifications relating to teaching or working with people with special needs. Holder of an accredited First Aid certificate
Knowledge	Knowledge of sport, leisure and arts activities and how they can be adapted for children with special needs	Knowledge of arts & crafts and cultural activities suitable for children with special needs.
Experience	Must have a written reference proving experience of leading and supporting children and young people with disabilities in a sport, recreational, educational and or leisure environment.	

Job Description – Stay and Play Leader

<p>Key Skills and Behaviours</p>	<p>Should possess leadership skills.</p> <p>Have good communication skills.</p> <p>Must be adaptable and be able to work as part of a team and on own initiative.</p> <p>Must be self-motivated and able to motivate others.</p> <p>Open to learning.</p> <p>Willingness to take on responsibility.</p>	
<p>Attendance</p>	<p>Participation on the induction training programme is mandatory (29th June to 7th July)</p> <p>Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition.</p> <p>Successful candidates must be available to work from Wednesday 8th July to Thursday 27th August 2020.</p>	
<p>Other requirements</p>	<p>Must adhere to the Gibraltar Government's Health and Safety at Work Policy.</p>	