



## **POSITION DESCRIPTION**

### **Holiday Program Leader** Volunteer Program

#### **Inspire U – Cheltenham Community Centre**

##### **Introduction**

Inspire U project is a 3 year project funded by the State Government, for Mordialloc Community Centre and Cheltenham Community Centre to work in partnership to engage youth in our community through participation in a volunteer and skills program aimed to equip them with the theoretical and practical knowledge, skills in leadership, and pathways to further education and employment. The specific areas of the program that youth will be involved in are Holiday Program Leaders, Sports Coaching (including netball and basketball), Customer Service and Café Hospitality.

Holiday Program aims to allow children who attend primary school to attend activities and sessions during the school holidays. The program runs for the duration of the weekdays of the school holidays, excluding public holidays. This is generally 8-10 days. The program includes both incursions and excursions. Each day includes a number of activities, with children being able to spend a whole day at the centre, from 9.00am – 4.00pm.

##### **Key Responsibilities**

The volunteer leader reports directly to the Holiday Program Coordinator and the Inspire U Coordinator.

- The leader's main focus to participate, socialise and get to know the children.
- The leader will act as a role model, exerting the expected behaviour while encouraging and motivating the children
- The leader will be observant of children, taking note of those who are injured or sick, and notify the coordinator if necessary

- The leader will be responsible for a group of children in activities held at the Centre and on excursions, knowing their whereabouts, guiding and assisting the children through activities.
- The leader is required to follow the instructions set out by the coordinator and sessional staff, assisting with all necessary jobs as requested by the coordinator.
- The leader will show initiative, be responsible and show leadership through the placement.
- Commit to allocated placement for the one week duration, arriving at 8.30am each day, for briefing and to adequately prepare for the day.
- Attend all briefings including induction sessions and presentation ceremony.
- Attend and complete the pre-accredited training course in full.

### **Person Specification**

The leader will be able to demonstrate the ability to:

- Work within a team to accomplish set goals.
- Follow instructions set by the coordinator.
- Communicate with strong verbal skills which include the ability to speak and react with empathy, respect and understanding with children and their families.
- Develop and maintain respectful relationships with families, other staff members and the coordinator.
- Ability to work with and show leadership to children.
- Ability to actively support and implement the delivery of a program for a number of primary school children.

### **Interpersonal Skills**

You will be:

- Punctual
- Skilled in verbal communication
- Accountable
- Show compassion and maturity when dealing with children and families
- Community centric

### **Qualifications**

- Participation in Secondary School education
- Between 15-25 years

**Hours of duty**

The hours of duty will be 1 week per school holidays of 5 days, for 8 hours each day. The position is from 8.30am to 4.30pm each day.

**Conditions**

The holiday program leader position is a volunteer position.