

### **SATURDAY CLUB/SUMMER CAMP ASSISTANT'S DUTIES**

- Saturday Club/Summer Camp assistants are responsible to their Group Leader.
  - The hours of work are from 10.30 - 3.30 p.m. or 11.00a.m. – 4.00p.m.
  - Saturday Club/Summer Camp assistants are responsible for the children's safety while on the camp while ensuring they have a good time.
  - Saturday Club/Summer Camp assistants may be asked to work as the bus escort and should familiarise themselves with escort duties.
  - Assistants will be asked to supervise both volunteers and children during particular activities. Volunteers to be supervised at all times while with the children.
  - All incidents/ accidents / difficulties to be reported to the Group Leader and relevant documentation to be completed.
  - Assist in the planning of all activities / outings / sports day.
  - To attend allocated training days prior to/during the Saturday Club/Summer Camp.
  - To co-sign and check any medication administration in association with the Group Leader
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