

SATURDAY CLUB/SUMMER CAMP GROUP LEADER'S DUTIES

- The hours of work are from 10.00a.m. – 4.00pm or 10.30a.m. – 4.30p.m.
 - The Group Leader is responsible for the day-to-day running of the group, ensuring the child's safety at all times while ensuring that they have a good time.
 - Responsible for all Saturday Club/Summer Camp assistants and volunteers, including their supervision and ensuring volunteers are not left alone with the children. To allocate duties to volunteers and ensure these are being adhered to.
 - Planning activities appropriate for the children and having back-up activities if necessary.
 - Reporting to the Line Manager if there are any difficulties/ incidents/ accidents. To ensure relevant incident/accidents are recorded on Salesforce. Inform parents of any accidents/incidents.
 - Responsible for bringing Consent Forms/First Aid on all outings.
 - To organise equipment for activities.
 - Responsible for locking up school or hall and returning key, also ensuring that school property or hall is not damaged and leaving it in the same condition that it was found in. Ensure that the school or hall is clean and tidy at the end of each session.
 - The group leader needs to be aware of what the minimum staff/child ratio is and plan activities accordingly. The minimum staff/child ratio is one staff member for every 3 children, unless otherwise stated by the community nurse.
 - To work with Saturday Club/Summer Camp assistants in planning activities and supervising volunteers.
 - To ensure that the children are escorted on the bus at all times.
 - To attend allocated training days and volunteer information session and partake in a review at the end of the camp.
 - In the case of an emergency situation, to ensure the appropriate medical treatment is obtained as soon as possible.
 - It is the responsibility of the group leader to administer medication and to sign the administration chart for same in conjunction with the Saturday Club/Summer Camp assistant who will co-sign.
 - To ensure a fire drill is carried out regularly and to ensure a whistle is used for fire evacuation.
 - To ensure that all staff/volunteers know the location of exits and assembly points¹
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