



CoAction
EMPOWER • SUPPORT • CARE

SATURDAY CLUB/SUMMER CAMP ASSISTANT'S DUTIES

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