



**CoAction**  
EMPOWER • SUPPORT • CARE

*CoAction West Cork provides quality services to support children and adults with an intellectual disability, and children with autism.*

**Saturday Club / Summer Camp Leaders**  
**Based in Clonakilty / Skibbereen**  
**6 hours per day - one Sat per month &**  
**6 hours per day for 15 days over summer holidays**  
**Specific Purpose Contract**

**Saturday Club / Summer Camp Assistants**  
**Based in Clonakilty / Dunmanway / Skibbereen**  
**6 hours per day - one Sat per month &**  
**6 hours per day for 15 days over summer holidays**  
**Specific Purpose Contract**

For full position details and job description or for details on submitting an application please visit our website:

[www.coaction.ie](http://www.coaction.ie)

or for more information please email: [hadmin@coaction.ie](mailto:hadmin@coaction.ie)

Closing date for receipt of applications:

**Friday 15<sup>th</sup> February 2019**

*CoAction West Cork is an equal opportunities employer.*

## **SATURDAY CLUB/SUMMER CAMP GROUP LEADER'S DUTIES**

The Group Leader is responsible to their Community Nurse. 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 Clinical Nurse Specialist if there are any difficulties/ incidents/ accidents. To ensure relevant incident/accidents are recorded on Xyea with the CNS. 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 points



## **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