

**POSITION DESCRIPTION**

**Position Title: AFTER SCHOOL CARE & HOLIDAY PROGRAMME FACILITATOR**

**Work Area:** Hastings Sports Centre

**Group:** Community Facilities and Programmes

**Responsible To:** Hastings Sports Centre Assistant Manager

**Organisational Context:**

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| Chief Executive |
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| Group Manager: Community Facilities and Programmes |
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| Manager Social and Youth Development |
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| Team Leader Community Centres |
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| Hastings Sports Centre Assistant Manager |
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| **After School & Holiday Programme Facilitator** |

**Our Vision**

Great living, today and tomorrow

**Our Values**

Excellence, Integrity, Commitment, Respect

**Context**

The Hastings District is home to some of the world’s best fruit growing, horticulture, wine growing and production, sheep and beef farming and forestry as well as a range of related manufacturing and service industries. It is the economic powerhouse of Hawke’s Bay. It combines a large rural land area applied to primary production with a vibrant urban community centred on Hastings City and the villages of Havelock North and Flaxmere, all within the stunning context of Hawke’s Bay.

The communities of Hastings face a number of opportunities and challenges. There is significant potential for further economic growth prosperity, and huge potential and talent among the people of the district. Alongside this however, some residents face challenges associated with inequality and social deprivation. The Council has committed to a sustainable development approach that places a strong emphasis on economic and social development, alongside protection of the productive capacity of the Heretaunga Plains and surrounding areas and the provision of high quality infrastructure and services, and high levels of amenity.

The Hastings District Council’s structure and approach emphasises capabilities such as working together, integration and a multi-disciplinary approach, place-based planning, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

**Purpose of Position**

**This role is part of the Community Facilities & Programmes** **Group. The Group includes Libraries, community Centres, Sports Centre, Aquatics Hastings, Hastings District Cemeteries & Crematorium, Social & Youth Development, Hastings City Art Gallery and Council Housing.**

**The purpose of this position is to care for, supervise and ensure a fun and safe environment for the children that are enrolled in the Fun Factor after school care and holiday programmes by:**

* Facilitating sports, games, crafts, baking and other activities for the children.
* Helping with after-school care pick-ups (Transporting children from their schools back to the Hastings Sports Centre).

**Other**

* Observe and comply with all occupational safety and health policies, procedures and rules stated by the Hastings District Council, the Hastings Sports Centre and OSCAR which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
* Accurate reporting and recording of all workplace injuries and incidents.
* Council has a code of conduct and a staff policy manual – staff are expected to comply with these, along with all other organisational policies and procedures.
* Attend and actively engage in team meetings.
* Such other duties as may be allocated by the Manager from time to time.

**Key work areas for which this position will have a responsibility are:**

* Deliver a range of quality activities for the children that identifies their needs, is fun, and creative.
* Develop functional relationships across the organisation and external stakeholders.

**Important Functional Relationships**

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| External  WINZ  Community Groups  Sports Clubs  Schools  Youth Groups  Training Providers  Parents  Early Childhood Centres | Internal  Sports Centre Manager  Human Resources |  |

* Actively engaging in Health & Safety discussions during meetings

**Expected Behaviours**

The Expected Behaviours detailed below form part of the performance appraisal programme for all staff.

#### All Staff

**Commitment/Personal Accountability** - works willingly to achieve quality outcomes on time.

**Teamwork** - works constructively with team members and/or other employees towards a common goal.

**Customer Focus** - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

**Effective Communications and Relationships** - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

**Planning and Organising** - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

**Continuous Improvement/Innovation** - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

**Professional/Technical Expertise** - Has the required level of professional and/or technical expertise for the position.

**Person Specification**

**Knowledge/Experience**

* Ability to deliver quality programmes
* Capability of being a good role model/mentor for children
* Comfortable with adhering to and enforcing the programme rules and guidelines
* Good communication skills

**Key Personal Competencies**

* Excellent organizational skills
* Practical experience working with children
* Ability to convey information confidently and clearly in both oral and written form
* Time management and punctuality

**Personal Attributes**

* Outgoing, creative and fun
* Desire to achieve and a positive attitude
* Responsible and organized
* Ability to work well under pressure
* Strong and sound decision-making skills