

## JOB DESCRIPTION

### General Information

<b>Job Title</b>	Club Viva Sports Assistant	<b>Reporting To</b>	Sports Development Manager
<b>Hourly Rate</b>	£9.00 p/hr	<b>Post Number</b>	

### General Purpose

To plan, organise and coach specific sports and practical activities to children. This will include games, techniques and drills.

### Responsible for any Financials or Direct Reports

N/A

### Key Deliverables

1. To plan, prepare and deliver purposeful & safe sport and practical based sessions suitable for the level of ability of the participants associated with the Club Viva Holiday Scheme
2. To ensure that all aspects of the session apply with the Sports Development Team's Normal Operating Procedures.
3. To correctly complete any necessary administration and maintain accurate and up to date records in the session specific folders.
4. To provide session plans before an activity and guide assistant(s) to support delivery.
5. To ensure all equipment is collected and stored correctly at the end of the session to comply with all necessary Health and Safety requirements as required to undertake these duties.
6. To supervise the safe dispersal of participants giving proper consideration to parents' requests but also remain with any children that haven't been collected
7. To inform parents/carers if their child is involved in an accident no matter how slight and/or the behaviour of their child should they go against the Sports Development's Team's Discipline Policy.
8. To ensure compliance with the Vivacity's Equalities Policy and Child and Vulnerable Adult's Safeguarding procedures
9. Communicate with your assistants to ensure both know what the session plan will look like
10. Risk assess the area, equipment and participants prior and during the session and note any discrepancies – monitor safety, keep participants on the set task and follow correct practice and progressions.
11. Has overall responsibility for the safe and effective running of Club Viva.
12. Arrive no less than 15 mins prior to session starting
13. Contact SDT member if they have any concerns about the session/safety.
14. Complete the incident forms if an accident / incident occurs no matter how slight
15. Take the register and collect money (whilst assistant sets up)
16. Ensure that feedback is collected at the end of each session / or session block

### VARIATION CLAUSE

16. This is a description of the job as it is constituted at the date advertised. It is the practice of this organisation to periodically examine Job Descriptions, update them and ensure that they relate to the job performed or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the Post holder.
17. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your Job Description following consultation.

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### **FLEXIBILITY CLAUSE**

18. Other duties and responsibilities express and implied which arise from the nature and character of the post within the Department (or Section) mentioned above or in a comparable post in Vivacity.

### **Requirements – Desirable Experience**

Minimum requirements:

- 12 months experience whether it be voluntary or paid in a coaching, youth work or childcare capacity.
- Knowledge and understanding of the Early Years Foundation Stage (EYFS) & Childcare Registration Requirements

### **Requirements – Essential Qualifications**

Minimum requirements:

- National Governing Body Level 1 Sports Coaching Qualifications or above

### **Requirements – Desirable Qualifications**

Minimum requirements:

- National Governing Body Level 2 Sports Coaching Qualifications or above
- Level 2 or above in Childcare, Early Years or Teaching Qualifications
- Paediatric First Aid Qualification

### **Requirements – Personal Characteristics**

- Punctual
- Has excellent verbal communication skills
- Ability to control and hold a group's attention
- Interested in sports coaching / development / teaching
- Ability to plan and assess activities
- Ability to react professionally under pressure
- Seeks to increase there learning and experience through gaining new qualifications

### **Other Points**

Essential

- Has a clear Enhanced DBS screen

Desirable:

- Holds a clean driving licence and access to a vehicle