

JOB DESCRIPTION

JOB DETAILS

Post Title: **Camp Support**

Hours Per Week: **37.5**

Reports to: **Director of Services**

Main Purpose: To work alongside the Camp Support team to plan and deliver camp sessions

Main Duties and Responsibilities:

Camp and programme

- Design and deliver training to large groups
- Design, deliver and evaluate engaging activities, which incorporate therapeutic recreation and challenge by choice, for a wide range of ages
- Support the Resources Manager in procuring, organising and maintaining equipment/resources necessary for camp
- Assist with camp set up and pack up
- Provide support and direction for volunteers
- Assist with camper behaviour support
- Participate in risk assessment and management to ensure camp remains a safe environment
- Maintain an awareness of OTW's emergency procedures and be part of the team that responds initiates a critical incident response
- Ensure effective communication and information sharing within the staff team and with the site
- Be a positive role model and ambassador for OTW to volunteers, campers and visitors
- Participate in any other tasks which contribute to the smooth running of camp

Personal and Professional Development

- Practice in accordance with OTW's policies and procedures
- At all times maintain appropriate personal and professional boundaries
- Ensure the responsibilities for camper confidentiality are maintained in all contacts with children, young people, families and any other individuals or organisations
- Be responsible and proactive in maintaining personal physical safety and emotional wellbeing, utilising supervision and support systems on offer

PERSON SPECIFICATION: FLOATING SUPPORT

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes and other requirements that the post holder requires to perform the job to a satisfactory level.

Headings	Essential	Desirable	Means of Assessment
Physical requirements of the post	<ul style="list-style-type: none"> - Able to carry out all practical and physical elements of the post. 		Application Interview Reference
Training & Qualifications	<ul style="list-style-type: none"> - Training relevant to area of work eg behaviour support, child development, activities 		Application Interview Reference
Previous or relevant experience necessary	<ul style="list-style-type: none"> - Experience at OTW camp or another SFCN camp - Experience of working with children and/or young people - Understanding of the developmental, social, emotional and practical impact of serious illness on children/young people and their families 	<ul style="list-style-type: none"> - Awareness of safeguarding children - Experience of undertaking risk assessment and addressing risk/safeguarding issues 	Application Interview Reference
Aptitudes and skills required	<ul style="list-style-type: none"> - Excellent organisation and time management skills - Good communication skills - Recognises limitations and seeks guidance as appropriate - Understanding of the importance of effective record keeping - Excellent IT skills (Word processing, email and internet) 	<ul style="list-style-type: none"> - Good presentation skills 	Application Interview Reference
Personal qualities/ temperament	<ul style="list-style-type: none"> - Positive and problem-solving approach - Team player with good working relationships - Flexible, adaptable, uses initiative 	<ul style="list-style-type: none"> - Creative 	Application Interview Reference
Special requirements of the post	<ul style="list-style-type: none"> - Over 21 - Able to travel to range of locations and attend residential camps - Full driving licence 		Application Interview Reference