

# Morning OSCAR Supervisor – Holiday Programmes

## Job Description

<b>Part 1:</b>	<b>Summary</b>
Position:	Morning Supervisor, Holiday Programmes
Hours:	22.5+ hours per week, 8 weeks of the year – (and as required at other times of the year as a reliever)
Hourly rate:	\$26.00
<b>Part 2:</b>	<b>Relationships</b>
Responsible to:	WDP Manager
Direct reports:	OSCAR programme assistants Youth Volunteers
Works with:	<b>In partnership with OSCAR Supervisor</b> OSCAR programme children and their families/whānau. Staff at Te Waka Unua School Family Support Worker  Staff at outside venues such as Chipmunks Playland, Willowbank, Inflatable World, Caddyshack City, Hollywood Cinemas and any other venues our programmes visit during school holidays.
<b>Part 3:</b>	<b>Vision, Mission &amp; Principles</b>
Woolston Development Project's <b>Vision</b> :	A community where people are happy, safe and resourceful.
WDP's <b>Mission Statement</b> :	Developing the potential of local families/ whanau - children, youth and women- across generations.
Alignment with the above <b>mission</b> and <b>vision</b> :	Developing the potential of local families & whānau through supporting families/whānau by providing a safe place for their children/tamariki to be while parents/caregivers are at work or study.
<b>Part 4:</b>	<b>Responsibilities &amp; Duties:</b>
<b>Key Responsibilities</b>	<p><b>Supervising Woolston Development Project's OSCAR programmes:</b></p> <ul style="list-style-type: none"> <li>- <b>Holiday Programmes:</b> 8.30am – 1pm, Monday to Friday, last two weeks of January, two weeks in each of April, July and October school holidays.</li> <li>- <b>Relief supervisor</b> on after school programmes</li> </ul> <p><b>Supervising OSCAR Programme Assistants and Youth Volunteers.</b></p> <p><b>Planning and implementing</b> activities on each programme</p> <p><b>Working in partnership</b> with the other OSCAR supervisor</p> <p><b>Liaising and networking</b> with parents/caregivers</p> <p><b>Monitoring health &amp; safety</b> of programme and premises and managing risks to children's health/wellbeing.</p> <p><b>Managing children's behaviour.</b></p>
<b>Part 5:</b>	<b>Skills/experience</b>
	<ul style="list-style-type: none"> <li>• Enjoys working with children.</li> <li>• Excellent professional boundaries and a strong understanding of Child Safety issues and how to protect children from harm.</li> <li>• Understanding of and knowledge of appropriate behaviour around children and role modelling of such.</li> <li>• Computer &amp; report writing skills</li> <li>• Good team player - positive, encouraging and able to provide positive feedback.</li> <li>• Great practical skills</li> </ul>