

# Permanent OSCAR Supervisor position

## Job Description

| Part 1:  | Summary   |
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| Position:  | Permanent OSCAR supervisor  |
| Hours:   | 20 hours per week during term time and additional hours as negotiated during holiday programmes   |
| Hourly rate:   | \$26.00   |
| Part 2:  | Relationships   |
| Responsible to:                                      | WDP Manager   |
| Direct reports:                                      | OSCAR programme assistants<br>Youth Volunteers  |
| Works with:  | OSCAR programme children and their families/whānau.<br>Staff at Te Waka Unua School<br>Family Support Worker<br>Staff at outside venues such as Chipmunks Playland, Willowbank, Court Theatre, cinemas and any other venues our programmes visit during school holidays.  |
| Part 3:  | Vision, Mission & Principles  |
| Woolston Development Project's <b>Vision</b> :       | A community where people are happy, safe and empowered.   |
| WDP's <b>Mission Statement</b> :                     | Developing the potential of local whānau/families across generations.   |
| Alignment with the above <b>mission and 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.   |
| Part 4:  | Responsibilities & Duties:  |
| <b>Key Responsibilities</b>                          | <b>Supervising Woolston Development Project's OSCAR programmes:</b> <ul style="list-style-type: none"><li>- <b>Holiday Programmes:</b> Any time between 8.30am and 5.30pm</li><li>- <b>After School Programmes:</b> 3 to 5.30pm contact time plus additional hours for planning and preparation to a total of 20 hours per week.</li></ul> <b>Planning and implementing</b> activities on each programme<br><b>Working in partnership</b> with the other OSCAR supervisor<br><b>Liaising and networking</b> with parents/caregivers and with ECE centres and schools to promote our programmes.<br><b>Monitoring health &amp; safety</b> of programme and premises and managing risks to children's health/wellbeing.<br><b>Managing children's behaviour</b> especially tamariki who are neurodivergent or are experiencing trauma outside our programme.<br><b>Mentoring junior staff members</b> |
| Part 5:  | Skills/experience   |
|  | <ul style="list-style-type: none"><li>• Enjoys working with children. This is absolutely essential!</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>  |