



Woolston Development Project Incorporated

OSCAR Assistant – Holiday Programmes Job Description

Part 1:	Summary
Position:	Holiday programme assistant & relief on other OSCAR programmes
Hours:	20 to 30 hours per week during holiday programmes
Hourly rate:	\$23.36
Part 2:	Relationships
Responsible to:	Holiday Programme Supervisor
Direct reports:	-
Works with:	OSCAR programme children and their whānau/families Staff at Te Waka Unua School Family Support Worker
Part 3:	Vision, Mission & Principles
Woolston Development Project's Vision:	A community where people are happy, safe and empowered.
WDP's Mission Statement:	To connect, support and empower Woolston whānau/families across generations.
Alignment with the above mission and vision:	Supporting local whānau/families by providing a safe place for their tamariki/children to be while mātua/parents/caregivers are at work or study.
Part 4:	Responsibilities & Duties:
Key Responsibilities	<p>Assisting on Woolston Development Project's Holiday programmes: Hours range between 7.30am and 5.30pm. You will be expected to be available at least 20 hours a week 8 weeks a year. Holiday programmes run for two weeks in mid-late January, two weeks in April, two weeks in July and two weeks in September/October.</p> <p>Relieving on after school programme & rostered hours during holiday programme.</p> <p>Listening and following the instructions of the supervisor and other senior staff members.</p> <p>Liaising and networking with mātua/parents/caregivers</p> <p>Monitoring health & safety of programme and premises and managing risks to tamariki/children's health/wellbeing.</p> <p>Managing tamariki/children's behaviour.</p>
Part 5:	Skills/experience
	<ul style="list-style-type: none"> • Enjoys working with tamariki/children. • Excellent professional boundaries and a strong understanding of Child Safety issues and how to protect children from harm. • Understanding of and knowledge of appropriate behaviour around children and role modelling of such. • Computer & report writing skills • Good team player - positive, encouraging and able to provide positive feedback. • Great practical skills • Full driver's licence. • Warm and compassionate and capable of working with challenging rangatahi/tamariki when necessary.