

Creekside Summer Programme Worker

Responsible to: Creekside Centre Manager

Period of employment

Monday 14th July to Friday 29th August

Monday - Friday 9am -5pm

Rate of pay

£10 per hour

Overall Responsibilities

To promote and run a range of environmental play activities at Creekside Education Centre aimed at Lewisham Youth Groups working with young people aged 9 -19 years.

Main Areas of responsibility

1. To develop and run fun activities for children and young people that promote understanding of the natural world through the local environment of Deptford Creek.
2. To ensure that activities are age appropriate and designed to include participants needs and wishes.
3. To work with visiting groups to enable their worker's understanding of the programme and its ground rules and to enable visiting workers to ensure that their group gets the most out of their visit.
4. To undertake summer programme administration including publicity, booking and the production of reports..
4. To maintain accurate records of users for evaluation and grant reporting purposes. This includes daily completion of registration / monitoring forms and ensuring feedback forms are completed by groups.
5. To ensure that Health and Safety and Child Protection considerations are taken into account in all working situations and to promote good health and safety practice at all times.
6. To work within the policy framework of Creekside Education Trust at all times.

The successful candidate must have a current CRB check.

Person Specification

Experience of working with Children and young people between the ages of 9 - 19 years.

Experience of developing and running environmental play activities in an urban setting.

Experience of completing monitoring and evaluation forms and producing reports.

Understanding of and commitment to equal opportunities

Proven ability to work both independently and as part of a small team.

Good basic administration and organisational skills including e-mail and telephone competency and efficient record keeping.

Experience of working within and managing Health and Safety and Child Protection policies and procedures.

Apply by emailing or posting a current CV to :-

The Creekside Education Trust
Creekside Centre
14, Creekside
Deptford
London
SE8 4SA

EMAIL : creeksidecentre@yahoo.co.uk by 5pm Friday 4th July. Please give mobile or current contact details for interview arrangements.