

After School Care Attendant – Otahuhu

About

The Chill Out Afterschool Care and Holiday Programme based at CLM Otahuhu is looking for a new super star. This is a wonderful opportunity for someone who has a high level of motivation and enthusiasm for working with children.

The Role

The role involves helping to organise and facilitate our well established programmes and reports directly to the Programmes Coordinator and indirectly to the Facility Manager

Responsibilities for the role include but are not limited to the following:

- Assist in planning programmes for the school holidays and before/after school. This is to include program design, marketing, daily activities and program implementation;
- Co-ordinate and run games and activities each day for the children;
- Liaise with parents/ carer of children
- Help resolve problems in a suitable manner that may arise between children;
- Ensure children's safety at all times;
- Supervision of homework
- Team Leader to liaise with Chill Out supervisors/ Events/ Party team

Skills/ Requirements

Administrative skills would also be advantageous as the role may include helping with updating and managing Facebook, online systems and marketing / promoting the Chillout programs. The role will also include organising and promoting birthday parties and other events in the facility.

The ideal candidate will have previous experience working with school aged children, a vibrant personality, strong organisational and communication skills, and a positive approach to all tasks and above all be passionate about caring for children.

You must agree to a Police Check. A full driver's license is preferable.

Hours

Working hours are approximately 15 per week during the school term, Some weekend hours will be available for events/birthday parties.

Benefits

Career opportunities and training and development are offered by this great facility.

If this sounds like you and you have the required skills please apply via this listing with your current CV with covering letter.

Applications close Tuesday 10 May 2022