

Llys y Cwm youth club is based at Llyscwm Hall, Gwaunmiskin Rd, Beddau and has between 20-40 children, aged 8-11 attending nightly.

HOURS: 9 hours per week (term time only)  
6.00pm to 9.00pm Monday, Wednesday and Thursday  
Dependent on youth club demands

The successful applicant must be able to work on their own initiative and as part of a team. They will be required to partake fully in the day to day running of the club and strive to deliver an innovative and challenging programme of play opportunities for children, including cookery & craft sessions.

Experience of working with children of this age is essential. A Cache Level 2 play worker qualification and Food Hygiene qualification are desirable. Successful applicants are required to provide a CRB enhanced disclosure.

### Main Responsibilities

- To work as part of the Youth Club Team and to support colleagues and volunteers at all times.
- To contribute to the planning and delivery of a needs based, innovative and challenging programme of inclusive play opportunities for children and young people aged 8 – 11 years.
- To support other Team members with the maintenance of relevant procedures and administrative documents.
- To contribute to ensuring that all play activities take place in a safe, secure and non-threatening environment.
- To work in partnership with other organisations and staff engaged to support children with disabilities.
- To participate in relevant training determined by the Clerk.

### Key Tasks

- To contribute to the planning and delivery of an inclusive, stimulating, innovative and challenging programme of play opportunities.
- To supervise children in your care at all times.
- To report difficulties and/or areas of concern to the Team Leader to ensure the situation is addressed.
- To ensure that the play opportunities can be accessed, and allow full participation, by children and young people with disabilities.
- To work on own initiative and as part of a team.
- To adhere to Health & Safety and Equal Opportunity Procedures.
- To ensure that the guidelines relating to confidentiality are maintained at all times.
- To adhere to Child Protection procedures.

**NIGHTLY ACTIVITIES INCLUDE:**

Opening up hall, to include checking fire exits and setting up equipment ready for the evenings activities.

Collecting entrance money and talking to any parents who have queries when dropping off their children.

Ensuring that all new members complete the relevant information forms and contact details are kept up to date.

Running the tuck shop, cashing up at the end of the week.

Supervising general activities: Table Tennis, Table Football, Wii, Pool, PlayStation, board games, skittles, connect4.

Planning and leading special activities: craft, cooking, group games (i.e. rounders/dodgeball) theme nights (i.e Halloween, film, Christmas) and outings.

Taking an active part in ensuring all children are involved, included and behaving appropriately.

Ensuring all children leaving the club are accompanied by an adult or have signed permission to leave alone.

Closing up hall to include, ensuring everything is switched off and put away, sweeping hall floor, locking all doors and exits.

There is always a minimum of 2 leaders at Youth Club each evening. On no occasion should the hall be opened until 2 leaders are present. Dependent on membership and activities planned additional volunteers or staff will attend as required.