



Worcester Action for Youth (CIO)

## **JOB DESCRIPTION**

Job Title: – Activity Worker

Salary: £25.00 per session (minimum 90 minutes)

Job Purpose: To enable Young People aged 11-16 yrs to experience new activities and learn new skills. To promote positive behaviours, social development and creativity through the activity.

Post Responsible to: Manager

### Duties/Responsibilities and Key Tasks

- Prepare for the Session and bring all relevant equipment and/or materials to the Venue.
- Run an Activity Session for 11-16 year olds lasting a minimum of 90 minutes.
- Be responsible for any WAY equipment.
- Clear up after session.
- Notify Manager and Youth Venue if a session is cancelled by either party.
- Complete a Session Activity Record Sheet for each session with names of young people attending and complete the Session Evaluation.
- Notify WAY Office of any problems or suggestions arising from the session
- Complete a monthly Time Sheet.
- Complete a monthly Travel Claim and Material Expenses Claim if applicable.
- Submit all paper work to Administrator by monthly deadline.
- Provide the Manager with regular details of availability (evenings, weekends and school holidays).
- Be flexible and prepared to work in different venues throughout Worcester.
- Be aware of Safeguarding & Child Protection issues and report any concerns to the Manager.
- Be aware of Health and Safety regulations.
- Complete Risk Assessment forms for all activities conducted.
- Report any problems/issues to the Manager.
- Enjoy working with Young People who may be from disadvantaged backgrounds.

### Child Protection:

The post requires regular contact with under 18s in a non-supervisory role

The post involves carrying out risk assessments on activities/facilities relating to young people's events

### Health and Safety:

To be responsible for the safety, health and welfare of the workforce in accordance with the Health and Safety at Work Act 1974, related legislation.

Reviewed January 2017

**Worcester Action for Youth (CIO) Charity No: 1169888**  
**Tel: (01905) 350550 email: [admin@wayworcester.org](mailto:admin@wayworcester.org)**  
**Medway Community Centre, 16 Medway Road**  
**Worcester, WR5 1LN.**