



## **OSCAR PROGRAM ASSISTANT POSITION DESCRIPTION**

**Position:** Program Assistant

**Responsible to:** Program Supervisor

**Functional Relationships:** Staff of Horizons OSCAR, parents/caregivers and children.

### **Position Description**

#### **The person fulfilling this role will**

- Demonstrate punctuality to your programme
- Appropriate uniform to be worn
- Display appropriate role model ship for children and other staff members
- Attend training as required

#### **Community Representation**

- Assist with promotional days for parents and the wider community.

#### **General Administration**

- Assist the Program Supervisor with the running of the OSCAR program.
- Assist the Program Supervisor with the running of the holiday programmes.
- Assist Program and Operations Supervisor with additional tasks as required.
- Develop and maintain good relationships with the children and their caregivers.
- Ensure child safety and welfare through appropriate supervision.
- Treat each child with dignity and respect, nurturing positive self-esteem.
- Notify your Supervisor of any safety concerns or maintenance needs.

#### **Limit of Authority**

The Program Assistants must consult with and gain approval from the Program or Operational Supervisor for the following matters:

- Purchase of any items.
- Any deviation from the program plan.
- Any alteration to the operation of the OSCAR program or its services in general, including hours of operation.
- Changes to policies and procedures.
- Written surveys.
- Approaches from the media.
- Matters raised by children and/or their families/whanau.