**TEAM LEADER**

**ROLE DESCRIPTION**

**Role description**

As a team leader in the RHYO, you will be involved in managing and leading weekly sessions for your age group. You will be involved in planning and delivering an accessible, exciting and balanced session plan, working alongside assistant team leaders and young team leaders.

**Responsible to-** Chief Executives

**Responsible for-** Children, young people, young team leaders

**Main tasks-**

* Delivering an accessible, exciting and balanced session plan making sure you focus on the needs, abilities and allowing their input interests of the children and young people
* Following policy and procedures of the RHYO to ensure the safe delivery of the programme to the children and young people, including completing detailed risk assessments for activities planned.
* Establishing and building positive relationships and rapport with the children and young people you work with by creating a calm, nurturing and stimulating environment whilst getting to know them as individuals.
* Encourage and support children and young people to achieve the varied awards available for their group, especially the Chief Executive Award.
* Work alongside other adult volunteers (Team Leaders, Assistant Team Leaders, Young Team Leaders, Executive Team and board) to allow continuity across sessions and to plan activities and events for all sessions/groups.
* Plan and be apart of Outdoor nights away opportunities for the young people following policy and procedure.
* Be an active participant in fundraising efforts for the RHYO.
* Keep up to date and accurate records of your session’s children and young people e.g registration forms, registers, permission forms, additional support needs, medical info, allergies, first aid/accidents etc.
* Establish and maintain positive relationships with parents/guardians. Be available to talk to at start and end of sessions, help out on trips/outings/fundraisers give support where applicable.