



VACANCY

Unit Leader – After School programme Coordinator (Learners) – Cape Town

JOB PURPOSE

To manage and ensure effective running of the after school coordinators, centres and activities within the programme.

DUTIES & RESPONSIBILITIES

- Oversees the daily operations of the ASP centres.
- Responsible for managing the facilitators and give support.
- Responsible for running of the existing youth clubs and start new clubs.
- To motivate facilitators and youth workers continuously to strive for excellence in their service.
- Schedule and conduct meetings with the facilitators and staff.
- Ensure that the staff follow work procedures, policies and compliance.
- Maintaining an effective and safe environment for learners and coordinators
- To liaise with parents and build networks.
- To liaise with different stakeholders & service providers to ensure effective co-operation & good relationships.
- To refer problem children and families to the FAR department
- To deal with social/ spiritual problems identified in children and refer when necessary.
- Responsible for planning, organising of events, camps and outreaches; transport and other logistics.
- Coordinate and cook (when necessary) the food on camps and outreaches.

Administrative

- Ensure all administration duties are completed and adhered to.
- To keep continuous records of attendance and analyse statistics to improve service.
- To have an effective system of collecting ASP fees, and reconcile the books.
- Keep the records of all registered children and their immediate families.
- Engage with Madulammoho on centres in terms of maintenance and report any issues to their support services.

REQUIREMENTS

PROFESSIONAL KNOWLEDGE

- Minimum of 3 years' experience as a Youth Worker or Aux social worker with experience in childhood development
- Experience with after school programmes / teaching
- Organising and presentation skills
- Administration skills
- Communications skills
- Report writing skills

COMPETENCIES:

- Ability to work under pressure
- Ability to work independently

- Ability to handle conflict
- Diversity & sensibility
- Be effective in leading and team building
- Be someone who likes to work with children
- Motivated to work with people in need
- Planning and organising
- Working with people

ESSENTIAL QUALIFICATION – NQF LEVEL

- Grade 12 / National Senior Certificate
- Social Auxiliary Work (NQF 4) or a Diploma in Childhood development
- Must have relevant qualification

APPLICATIONS: email your CV to vacancies@mes.org.za