



## POSITION DESCRIPTION

<b>TITLE:</b>	School-Age Child Care Group Leader
<b>REPORTS TO:</b>	Child Care Director
<b>COMPENSATION:</b>	\$18 - \$21 per hour, commensurate with experience
<b>SCHEDULE:</b>	Part-Time: 10 hours per week: Monday-Friday (7:00 AM – 9:00 AM). Additional daily/weekly hours may be available based on program needs.

### **Our Mission: Join the Boys & Girls Clubs of MetroWest (BGCMW)**

The Boys & Girls Clubs of MetroWest provide social, educational, physical, and cultural programming to enhance the development of youth and prepare young adults to be responsible and productive members of the community.

### **POSITION SUMMARY**

The Group Leader is responsible for planning, executing, and leading programs and activities for children in grades Kindergarten through 5th Grade (K-5). Core program areas include Art, Recreation, Sports & Fitness, and Academic Education. This role requires independence, leadership, and strict adherence to regulatory standards to ensure a safe, positive, and productive learning environment.

### **KEY RESPONSIBILITIES:**

#### **1. Program Planning & Implementation**

- Design, prepare, and fully implement the daily curriculum and planned activities.
- Actively engage children in structured and unstructured activities.
- Oversee and delegate tasks to Assistant Staff and volunteers, as needed.

#### **2. Child Supervision & Safety**

- Maintain continuous, direct supervision of children during all classroom and outdoor activities to ensure health, safety, and engagement.
- Maintain an orderly, attractive, and sanitary classroom/program space.

#### **3. Record Keeping & Communication**

- Observe, document, and record information and behavior for specific children assigned.
- Manage and maintain children's files and documentation.
- Prepare children's adjustment reports and progress reports for assigned children.
- Keep parents informed of their child's progress through updates, notices, and reminders.
- Keep the Director informed of all pertinent information.

#### **4. Professional Development**

- Attend weekly supervision meetings.
- Participate in all mandated training, including EEC (Early Education and Care) required sessions.
- Assist the Director with additional duties assigned.

### **Growth & Learning**



## **BOYS & GIRLS CLUBS OF METROWEST**

The Group Leader will have the opportunity to develop high-level skills in:

- Achieving a comprehensive understanding of EEC regulations and state licensing guidelines.
- Applying the overall principles of positive youth development and understanding the overall Club operations.
- Learning the basics of financial and budget management.
- Contributing to program recruitment and outreach efforts.
- Leading the full program lifecycle: planning, development, implementation, and evaluation.
- Developing and maintaining collaborative partnerships and positive public relations.

### **EXPERIENCE/SKILLS REQUIRED:**

- Must be at least 18 years of age and meet one of the following:
  - Have a Bachelor's degree or an Associate's and have 3 months' experience working with school age children.
  - Have High School diploma or equivalent and 6 months' experience at a school age program.
  - Have 9 months' experience with school age children including 3 months of supervised experience.
- **Skills & Abilities**
  - Must have prior experience working with children in a structured setting.
  - Have the ability to work effectively both as a team and independently.
  - Must be reliable, resourceful and a self-starter.
  - Possess good organization skills and the ability to multi-task effectively.
  - Ability to handle confidential information

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The Boys & Girls Clubs of MetroWest is an Equal Employment Opportunity employer. As part of its commitment and responsibility to children and their families, all staff and volunteers must agree to a thorough screening process prior to acceptance into the organization and annually. Screening includes in-person interview(s), reference check(s), Criminal Offender Record Information (CORI) review, and Sexual Offender Record Information (SORI) review.

### **Submit letter of intent and resume to:**

Kim Petrin, Office Manager  
[kim.petrin@bgcmetrowest.org](mailto:kim.petrin@bgcmetrowest.org)