



POSITION DESCRIPTION

TITLE:	School-Age Child Care Group Leader
REPORTS TO:	Child Care Director
COMPENSATION:	\$18 - \$21 per hour, commensurate with experience
SCHEDULE:	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 (BGCMTW)

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