



POSITION DESCRIPTION

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| TITLE: | School-Age Child Care Assistant Group Leader |
| REPORTS TO: | Child Care Director |
| COMPENSATION: | \$17 - \$19 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 (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 Assistant Group Leader is responsible for assisting in the planning, development, and implementation of engaging programs and activities for children in grades Kindergarten through 5th Grade (ages 5-12). Core program areas include Art, Recreation, Sports & Fitness, STEM (Science, Technology, Engineering, and Math), and Academic Education. The role supports the Lead Staff in maintaining a safe, positive, and productive learning environment consistent with all program standards and regulatory guidelines.

KEY RESPONSIBILITIES:

1. Child Supervision & Safety

- Greet children and families professionally upon their arrival and departure.
- Directly supervise children during all classroom, indoor, and outdoor activities to ensure health, safety, and engagement.
- Assist in managing and guiding positive behavior for specific children assigned, using appropriate youth development techniques.

2. Program Implementation

- Assist the lead staff in implementing the planned daily curriculum and activities.
- Actively engage children in structured and unstructured activities across program areas (Art, STEM, Sports, Academics).

3. Environment & Administration

- Maintain an orderly, attractive, and sanitary classroom/program space.
- Keep the Child Care Director or designated supervisor informed of all pertinent information regarding children, parents, and program operations.

4. Professional Development

- Participate in all mandated training, including EEC (Early Education and Care) required sessions.
- Assist lead staff with additional duties and tasks as assigned by the Child Care Director.



BOYS & GIRLS CLUBS OF METROWEST

Growth & Learning

The Assistant Group Leader will have opportunities to develop skills in:

- Gaining an in-depth understanding of EEC regulations and state licensing guidelines for school-age care programs.
- Learning the overall principles of positive youth development and how individual programs contribute to the overall BGCMW Club operations.
- Contributing to program recruitment and outreach efforts.
- Developing skills in the full program lifecycle: planning, development, implementation, and evaluation.
- Developing and maintaining collaborative partnerships and positive public relations within BGCMW and with the public school system.

EXPERIENCE/SKILLS REQUIRED:

- Must be at least 16 years of age and be currently enrolled in a high school program or equivalent, OR possess a high school diploma or equivalent.
- **Skills & Abilities**
 - Demonstrated ability to work effectively both as a team member and independently.
 - Possess strong organizational skills and the ability to effectively multi-task in a fast-paced environment.
 - Must be reliable, resourceful, and a self-starter.
 - Ability to maintain strict confidentiality regarding all sensitive information (child, staff, and family records).
 - Prior experience working with school-age children (grades K-5) is strongly preferred.

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