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Position: School-Age Child Care Group Leader

General Function: To plan and implement programs and activities for children in grades K – 5. Program areas include; art, recreation, sports & fitness, and academic education. 10 – 27.5 hours per week. Monday-Friday, mornings 7:00am-9:00am, afternoons 2:30pm-6:00pm. Additional daily/weekly hours may be available based on program needs.

Duties

- Greet children upon their arrival and departure.
- Supervise children during all classroom and outdoor activities.
- Prepare and implement daily curriculum.
- Observe, document, and record information and behavior for specific children assigned.
- Assist with maintaining children's files.
- Prepare children's adjustment reports and progress reports for assigned children.
- Keep parents informed of their child's progress through updates, notices, and reminders.
- Maintain an orderly, attractive, and sanitary classroom.
- Keep the Director informed of all pertinent information.
- Attend weekly supervision meetings.
- Participate in EEC mandated trainings.
- Assist the Director with additional duties assigned.

Strategic Opportunities

- Comprehensive understanding of EEC regulations and guidelines.
- Learn the overall principles of youth development and how each individual program contributes to the overall Club operations.
- Learn the basics of financial and budget management
- Contribute to the recruitment and outreach for the overall program
- Program planning, development, implementation and evaluation
- Developing and maintaining collaborative partnerships and public relations

Qualifications

- 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.
- Must have experience working with children in structured setting.
- Have the ability to work both as a team and independently
- Must be reliable, resourceful and a self-starter
- Good organization skills and ability to multi-task
- Ability to handle confidential information