

Job Posting

August 1, 2018

POSITION

Group Leader

EMPLOYMENT TYPE

Regular PT – 15-20 hours/week

SALARY

\$13.50/hr.

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervising the program participants at all times in the classrooms, hallways, multipurpose room, gym, on trips to the bathrooms, as well as off-site trips.
- Plan and implement successful enrichment, recreation, creative arts, youth development, and community service activities with youth; use talents, knowledge, and skills to enhance program offerings; successfully facilitate enrichment curricula for assigned activities, bringing lesson plans to life in an engaging, active, and interactive manner.
- Provide homework assistance to youth; ensure all participants are engaged in homework completion during homework time and ensure that all assignments are complete, neat, and accurate before assigning an approved secondary activity.
- Prepare for all activities by thoroughly reviewing all curriculum and lesson plans (and seeking additional guidance and support if materials are not clear), gathering all supplies, and preparing the activity space.
- Responsible for assisting teachers and activity specialists in the facilitation of lessons/activities led by them, and help engage participants in those activities by participating along with them and encouraging involvement.
- Make certain that all activity spaces are clean and organized when transitioning from one activity to another and at the end of the day, ensuring that all program supplies are collected and returned.
- Following the program schedule, and ensuring that all participants follow their schedules, unless told otherwise by your supervisors.
- Follow all rules, policies, procedures, and regulations (both agency and SACC) in a proactive manner, making the provision of quality services and the safety and care of all children their primary focus.
- Notify supervisors of any and all behavior issues in the classroom and incidents involving injury (even minor injuries).
- Utilize positive behavior management and discipline techniques to foster reflection, self-esteem, and social/emotional development in all participants.
- Build a positive relationship with all participants and help build positive relationships between participants by acting as a caring adult and role model.
- Actively participate in all staff training and professional development opportunities for a minimum of 15 hours per school year, and apply all skills and knowledge gained in order to constantly improve and grow.
- Support all programmatic offerings and complete any tasks deemed necessary by the Program Director.

COMPETENCIES

- **Two years' prior experience working with youth**
- Must have a genuine love for working with children and must want to serve as a mentor
- Ability to obtain Staff Exclusion List (SEL), Department of Health (DOH) fingerprint, and State Central Registry (SCR) clearance
- Must be at least 18 years of age

EDUCATION EXPERIENCE

- Candidate must possess high school/HSE diploma and be at least 18 years of age
- Preference given to those working toward a college degree
- **Two years' prior experience working with school aged children**

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Crystal Turner, Recruitment Coordinator

cturner@riseboro.org

Please include "Group Leader Position" in e-mail subject line.