

## Job Posting

August 13, 2020

### POSITION

Group Leader

### EMPLOYMENT TYPE

Regular PT 15-20 hours/week

### SALARY

\$15.00/hr

### REPORTS TO

Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to supporting all programmatic offerings and completing any tasks deemed necessary by the Program Director, essential duties and responsibilities include:

#### Participants Supervision

- Supervising program participants at all times during program operation, in all locations where the program operates, including off-site trips;
- Assisting in the safe and proper pick-up and delivery of participants from community schools, as assigned by the program director, and as applicable to specific programs.

#### Homework Assistance

- Providing active homework assistance to participants to ensure that all participants are engaged and supported through during homework time.

#### Facilitation of Activities

- Planning and implementing engaging academic enrichment and recreation activities that incorporate elements of literacy, STEM, the creative arts, youth development, and community service;
- Preparing daily lesson plans and unit outlines, and using curricular material provided to facilitate activities;
- Initiation guidance and support sessions with appropriate staff if materials are not clear;
- Gathering all supplies, and preparing the activity space;
- Assisting teachers and activity specialists in the facilitation of lessons/activities by actively participating and encouraging participant involvement;
- Creating and maintaining a supportive and safe environment by making sure activity spaces are clean and organized;
- Following the program schedule and ensuring that all participants follow their schedules, unless told otherwise by program supervisor.

## Youth Development

- Utilizing principles of positive youth development through use of behavior management and discipline techniques that foster social, emotional, and cognitive growth, and build self-esteem and responsibility in all participants;
- Building positive relationships with and among participants, and acting as a role model.

## Professional Development:

- Participating in meetings and workshops that enhance professional skills, as assigned by program director, including a minimum of 15 hours of training per year;
- Working with program director, staff developers, and (as applicable) educational specialists to develop professional skills;
- Applying skills and knowledge acquired in those trainings to improve program quality.

## Program Procedures and Safety

- Adhering to site-specific memoranda and program staff manual which includes staff and program specific requirements as prescribed by the NYS Child School Aged Child Care (SACC) Programs regulation in a proactive manner, making the provision of quality services and the safety and care of all children the primary focus;
- Notifying supervisors of any and all behaviors that impede the provision of quality services and the safety of participants and staff. This includes the proactive reporting of incidents involving physical injury or emotional/social harm-doing.

## COMPETENCIES

- Two years' experience working with youth;
- Must have a genuine love for working with children, and must want to serve as a mentor.

## EDUCATION EXPERIENCE

- High school/HSE diploma;
- Preference given to those working toward a college degree.

## APPLICATION DEADLINE

On going

## SUBMIT RESUME TO

Kendra Doshi, Business Manager

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