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Position: School-Age Child Care Assistant Group Leader

General Function: To assist in planning and implement programs and activities for children in grades K – 5. Program areas include; art, recreation, sports & fitness, STEM, and academic education.

Flexible hours: 10– 25 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.
- Assist in implementing planned daily curriculum.
- Observe behavior for specific children assigned.
- Maintain an orderly, attractive, and sanitary classroom.
- Keep the Director informed of all pertinent information.
- Participate in EEC mandated trainings.
- Assist lead staff with additional duties assigned.

Strategic Opportunities

- Understanding of EEC regulations and guidelines.
- Learn the overall principles of youth development and how each individual program contributes to the overall BGCMW Club operations.
- Contribute to the recruitment and outreach for the overall program
- Program planning, development, implementation and evaluation
- Developing and maintaining collaborative partnerships and public relations in BGCMW and the public school system

Qualifications

- Must be at least 16 years of age.
- Must be enrolled in a high school program or equivalent or have a high school diploma or equivalent.
- Have the ability to work both as a team and independently
- Good organization skills and ability to multi-task
- Must be reliable, resourceful and a self-starter
- Ability to handle confidential information