**Job Title:** Group Leader

**Reports to:** After School Program Director

**Status:** Part-Time/ Non-Exempt

**Schedule:** 15 Hours/Week, Monday-Friday 2:20 pm-5:20 pm

**Job Summary:**

The After-School Assistant Group Leader is responsible for overseeing the safety and well-being of a group of 20 school-aged participants as an assistant to the Senior Group Leader. Group Leaders must love children, be flexible and understanding, act as positive role models, and be team players. Group Leaders are a critical part of the success of the CHCF After-School program, as they assist in providing direction, comfort, innovation, and partnership between students and the school community.

**Duties/Responsibilities:**

* Assures all students are safe
* Acts as a positive adult role model
* Reinforces and models good communication and respectful behavior
* Assists in ensuring all participants in the group get daily snacks
* Assist in ensuring the classroom/space is clean and organized
* Assist in ensuring participants utilize homework time effectively and provide assistance when needed
* Assists in ensuring all materials and games stay in good condition and are treated with respect
* Assistant in maintaining group control
* Assists in creating and executing age-appropriate lesson plans
* Incorporates and implements strategies learned from training, professional developments, curriculum and resources from the after-school library
* Assists in creatively adapting lessons; be flexible as needed
* Collaborates with Senior Group Leader
* Provide input and ideas to improve and expand The CHCF Advantage After-School programming
* Communicates effectively with Senior Youth Worker, Advantage Site Coordinator, Teachers, Administrations and other school and program staff
* Attend trainings and meetings when required
* Actively engages in all activities and trips when needed
* Supports the Senior Group Leader in taking daily attendance and snack count
* Assists in preparing attendance logs
* Assists in providing the following reports and plans in a timely fashion
* Lesson Plans
* Incident Reports (behavior, injury or sickness)
* Students Weekly HW and Behavior Tracker
* Anecdotal Reports
* Supplies Requests
* Special Equipment Sign In - Out Sheet
* Other duties as assigned by the Supervisor

**Required Skills/Abilities:**

* High School Diploma
* Some college credits in early childhood, youth development, or education preferred
* Some related experience working with children is preferred and love working with youth
* Must be punctual and responsible.
* Intermediate skills in technology
* Excellent written and oral communication skills.
* Ability to prioritize, multi-task, and meet deadlines.
* Highly organized and detail-oriented.
* Strong problem-solving and critical-thinking skills.
* Comfortable working in a fast-paced environment, handling multiple projects, and interfacing with a diverse range of internal staff and external entities.
* Ability to prioritize tasks well in a high-paced and at times stressful environment.

**Education and Experience:**

* Minimum High School Diploma and three years of relevant experience.
* Some college credits in early childhood, youth development, or education preferred
* Some related experience working with children is preferred

**Physical Requirements:**

* Must be able to lift up to 15 pounds at times.

**Salary:**

* $18.00 per hour
* *CHCF offers a comprehensive employee benefits package.*
* *CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.*