



**WALTHAM
BOYS & GIRLS CLUB**

TITLE: After School Program Group Leader

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: After School Program

REPORTS TO: After School Program Director

STATUS: Exempt

PRIMARY FUNCTION:

Assist in developing and implementing program activities. Maintain the day to day compliance of the After School Program. This includes homework assistance, recreational activities, leadership development, education and career development, health & life skills, the arts, and sports & fitness. Also maintain rules and regulations while always keeping the children's need highest priority.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Assist with activities that prepare youth for success. Maintain the area environment that facilitates the achievement of youth development outcomes.

Program Development and Implementation

2. Assist in planning, development and implementation of services and activities such as character & leadership development, education & career development, health & life skills, the arts, and sports, fitness & recreation.

Supervision

3. Supervise the After School Program students in all areas of the Club at all times, while in the care of the program to ensure their health and safety.

ADDITIONAL RESPONSIBILITIES:

1. Document incident/ accident reports when needed (IMR)
2. Assist in maintaining the After School Program clean and orderly
3. May consult with parents concerning member issues.
4. Attend monthly ASP meetings
5. Drive Club van. (Optional-see van driver requirements)
6. Participate in Club events.
7. Supervise the front desk, games room, computer room when coverage is needed in area.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, members' parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

A group leader shall be at least 18 years of age and meet one of the following requirements:

1. Have a minimum of a Bachelor's Degree or Associates Degree; and have three months of experience working with school age children: or
2. Have a high school diploma of equivalent: and have six months experience working with school age children including three months supervised experience at a school age child care program; or
3. Have nine months experience with school age children including three months supervised experience at a school age child care program.

- Strong communication skills, both verbal and written.
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics.

ENVIRONMENTAL AND WORKING CONDITIONS-PHYSICAL AND MENTAL REQUIREMENTS:**Environmental and Working Conditions:**

Work is conducted in a Club setting, indoors and outside. Physically able to lift, bend, stoop, climb and reach.

Physical and Mental Requirements:

Demonstrated ability to: Maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day activities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.