



**WALTHAM  
BOYS & GIRLS CLUB**

**Want to help prepare youth for a brighter future? Consider a career working with children at the Waltham Boys & Girls Club! Help them develop healthy lifestyles, leadership skills, and provide mentorship through sports and fitness programming. Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens.**

**TITLE:** After School Program Group Leader

**PERFORMANCE PROFILE SOURCE:** Youth Development Professional

**REPORTS TO:** After School Program Director

**SCHEDULE:** School year position

Monday - Friday 2:00 pm-6:00pm; additional hours on no-school days

**PRIMARY FUNCTION:**

Assist in developing and implementing program activities. Maintain the day to day compliance of the After School Program. This includes academic support, leadership growth, health & life skills, the arts, fitness, and other recreational activities. Maintain rules and regulations while always keeping the children's need highest priority.

**KEY ROLES (Essential Job Responsibilities):**

- Assist in planning, development and implementation of services and activities that prepare youth for success
- Provide supervision and guidance in all areas of the Club at all times, to ensure their health and safety

**ADDITIONAL RESPONSIBILITIES:**

- Document incident/ accident reports when needed (IMR)
- Assist in maintaining the After School Program clean and orderly
- May consult with parents concerning member issues.
- Attend monthly ASP meetings
- Drive Club van. (Optional-see van driver requirements)
- Participate in Club events.
- Complete additional training hours as required by the Department of Early Education & Care
- Additional responsibilities as determined by supervisor

**REQUIRED EXPERIENCE:**

**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

**SKILLS/KNOWLEDGE**

- 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.
- Ability to maintain a high, positive energy level.

**To apply, send a cover letter and resume to Sarah Hebert at [shebert@walthambgc.org](mailto:shebert@walthambgc.org).**