



Youth Enrichment Services

JOB DESCRIPTION – GROUP LEADER

Classification: Part Time
Department: Operations
Prepared By: Director of Operations
Approved By: Executive Director

FLSA Status: Non-Exempt
Reports To: Site Director/ Manager
Prepared Date: July 2010
Approved Date: August 2010

SUMMARY OF JOB RESPONSIBILITIES:

Responsible for planning and implementation of program directives which meet agency and regulatory standards.

- Provide a safe and healthy environment for the children
- Plan and provide children with developmentally appropriate activities and experiences with a good balance between free choice and planned activities
- Complete and implement plan sheets weekly
- Establish positive interpersonal relationship among all individuals in the program
- Provide constant visual supervision of all children
- Use approved discipline techniques when dealing with a child's inappropriate behavior
- Consider each child in relationship to his/her cultural and socioeconomic background, treating each child with dignity and respect
- Record daily attendance and know the number, names and age of children in group at all times
- Coordinate food service
- Maintain Child and Adult Care Food Program data if applicable
- Assume daily responsibility without constant supervision
- Display sound judgment in all situations
- Exhibit self control
- Share upkeep of facilities used by the agency
- Observe scheduled work hours by being punctual and prepared
- Maintain confidentiality of parents, children and staff
- Function as a cooperative member of the team
- Attend staff meetings and agency training as required
- Conduct program/ child assessments as required

QUALIFICATIONS AND SKILLS:

- Ability to perform all job requirements satisfactorily and meet the Education/Experience, Personal Skills/Characteristics, Reasoning Ability, Physical Conditions, Work Environment and Environmental Conditions listed below
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position
- Ability to read to children, observe children at play, listen to children's needs, and assist in evacuation of the building during emergencies
- Current CPR and First Aid Certification

EDUCATION AND/OR EXPERIENCE:

- Must be at least 18 years of age
- High School Diploma or equivalent
- Other requirements as required by regulatory agencies
- Minimum (3) months experience in child care or related field

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of situations
- Ability to interpret a variety of instructions furnished in written and oral
- Ability to respond quickly and appropriately to an emergency or a crisis situation

PERSONAL SKILLS AND CHARACTERISTICS:

- High energy level
- Resourceful and well organized
- Strong commitment for doing what is right for young children
- Strong customer service skills

PHYSICAL CONDITIONS:

- Requires daily standing, sitting, bending and stooping (sitting will be limited to about 5% of your day)
- Requires normal range of hearing and vision
- Requires the ability to lift 40 pounds

WORK ENVIRONMENT:

- Ability to work odd schedules (flexibility is important)

ENVIRONMENTAL CONDITIONS:

- Noise level in the work environment is usually moderate
- No or very limited exposure to physical risk
- Exposure to childhood diseases

This position description does not list all the duties of the job. Incumbent may be asked to perform other functions and duties. Incumbent will be evaluated in part based upon performance of the responsibilities in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment. Incumbent or employer may terminate the employment relationship at any time for any reason.