



Y@PHA OST Group Leader

Part-Time Non-Exempt Hourly Position

****\$1,800 BONUS for New Employees** Terms to be outlined in the offer letter.**

\$16.50-\$17.50 depending upon experience and education

Hours are 2:15-6 PM School year and 11:15 am-6 Pm on Early Release Wednesdays and up to 37.5 hour shift during vacation weeks and summer.

Supervised by: Site Director/Program Administrator

Job Description

The Group Leaders will work with Site Director and OST team to ensure the daily operation of their assigned group. The Y@PHA will have a team of Staff at each site that will provide care to children from their respective PHA schools. Group Leaders will be responsible for supervision and care of children in grades K- 8. They will be responsible for planning daily activities, snack, and homework help. Group Leaders must be professional and committed to represent the Somerville YMCA in a manner that aligns with the mission and goals of our organization.

Qualifications

- High School Diploma or Equivalent, or a Bachelor's degree.
- Must have at least one year demonstrated experience working with school age children.
- Minimum age of 18.
- Experience with PHA schools or other school sited programs preferred

Knowledge of Department of Early Education and Care (EEC) Regulations, subsidy care, and Best Practices and quality standards in OST preferred

<http://www.mass.gov/edu/docs/eec/licensing/regulations/reg-group-school-age-only.pdf>

- Excellent communication skills (school administration, parents, staff & children).
- Experience working with diverse /children/youth and families between the ages of 5-13 years of age
- Pass background record check (CORI/SORI/DCF), fingerprinting and three reference checks.

- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

Essential Functions

- Plans and conducts daily enrichment activities for children, i.e. homework help, physical activities, arts & crafts projects, group work, and various other activities.
- Ensures that proper attendance is taken.
- Is responsible for preparing/serving healthy snacks.
- Provides documented lesson plans for all activities.
- Monitors children's progress and needs as appropriate.
- Develops and maintains a safe and supportive environment that responds to and supports the needs of each child.
- Has positive communication and interactions with parents/guardians on daily basis.
- Displays positive role modeling, high energy, engagement and good communication skills with children.
- Is supportive and professional with other program staff and administrators.
- Assists in planning and preparation of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies.
- Helps with general housekeeping tasks.
- Orients children to the program, making sure they know the rules, the program and their anticipated role.
- Knows children in own group and supervises them in participation of group, individual, and special events activities.
- Leads and teaches a variety of activities that includes but is not limited to: physical games, movement, the arts, and Science, Technology, Engineering and Math (STEM).
- Helps children through experience, to build self-esteem, and improve social skills and peer relations.
- Involves children in assuming responsibility for a) taking care of their own and YMCA/PHA property, and b) working cooperatively with their group and the program.
- Uses Positive behavior management strategies at all times.
- Supervises children at all times. Knows where each child in the group is at all times.

- Quiets group down effectively when necessary.
- Keeps group together and organized when traveling throughout the building.
- Know child's health status, especially allergies or emergency medical conditions. Ensures that First Aid supplies and/or emergency medical devices (inhalers/epi-pens) are with the group at all time.
- Knows and follow all health and safety standards of the program.
- Works with an Assistant Group Leader and trains, supports and supervises assigned Assistant Group Leader as necessary.
- Takes proper care of equipment. Cleans up areas used and puts away equipment before leaving the area.
- Knows and enforces EEC regulations
Has a completed EEC staff file, and has done all mandated EEC trainings and continued professional development on an annual basis
- Attends monthly staff meetings/trainings.
- Other tasks as assigned by Site Coordinator.

Job Description Sign-off

I understand that I am expected to meet all of the essential job functions, maintain any certifications necessary for the position, and communicate any issues to my direct supervisor.

Group Leader

Date

Site Coordinator/Supervisor

Date