



## **Group Leader**

Position Description

**Reports to: The Site Coordinator**

**This position is non-exempt**

**Responsibilities:** This individual will shape the school age environment within agency guidelines by leading contributing to and maintaining a quality school age program. Must successfully complete a Background Record Check and pass the fingerprint check. The Assistant Group Leader must complete a satisfactory physical within 6 months of hire, as well as, complete and maintain first aid and CPR.

### **Essential Functions:**

- Effectively supervise children by sight and sound
- The ability to lift, bend, sit, stand, twist, walk, run and lift up to 40 pounds
- Exhibit general good judgment and emotional maturity and stability
- Maintain clear, effective and positive communication with children, families and staff
- Effective writing skills
- Ability to work as a team member in a team environment

### **Specific Responsibilities:**

- Insure the safety and well being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Know and maintain child/teacher ratios in compliance with DEEC regulations
- Treat children with dignity and respect
- Assist in planning developmentally appropriate curriculum for the program
- Participate in maintaining a creative environment for children's learning including displaying children's work
- Report to the Site Coordinator any special needs or problems of individual children and any cases of suspected child abuse or neglect
- Participate in training programs, conferences, courses and other aspects of related professional growth
- Attend after hour staff meetings once a month
- Scheduled work hours are subject to change
- Other duties as assigned

### **Qualifications:**

- Be at least 18 years of age or have a high school diploma or equivalent.
- Massachusetts drivers license preferred

I have read, understand and agree to this job description.

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Signature

Date