

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

After School Program Group Leader

GENERAL DESCRIPTION

United South End Settlements’ licensed After School Program offers structured, thematic children's activities for four hours on school days, and 10 hours during school vacations. Academic support and homework assistance are key components of the After School Program, which weaves together social, recreational and cultural opportunities, and technology. Children and youth in the program participate in art, music and drama projects through affiliation with our Children's Art Centre. Students from local universities bring a much-valued dimension to the program by working with youth on special projects from theater to science.

Group Leaders report to the Assistant Director of Out-of-School Time programs and are responsible for the daily planning and implementation of small group activities and direct supervision of children 5 to 12 years of age. Group Leaders actively participate in both small and large group activities. Group Leaders work 25 hours per week during the regular school year and 35 hours per week during summer and school vacations.

QUALIFICATIONS

1. Must meet the qualifications for Group Leader as specified by the Department of Early Childhood Education and Care (DEEC)
2. Must be at least 18 years of age and meet one of the following sets of requirements:
 - a. Have a Bachelor's Degree or an Associate's Degree, and have 3 months of experience working with school-age children
 - b. Have a high school diploma or equivalent, and have 6 months experience working with school-age children including 3 months supervised experience at a school-age child care program
 - c. Have nine months of experience with school age children, including three months of supervised experience at a school age child care program
3. Have a demonstrated interest and commitment to working with children and families is necessary
4. Experience in designing and leading activities for children is strongly preferred

RESPONSIBILITIES

1. Design and lead small group thematic activities to meet the social, educational, and recreational interests and needs of school-age children
2. Provide a consistent, structured daily program, and homework assistance during a daily homework period, for a group of children
3. Comply with the program's positive discipline policy
4. Observe, record, and report significant individual and group behaviors
5. Maintain a safe, welcoming and clean group room environment
6. Attend staff meetings, group supervision sessions, monthly program family meetings
7. Participate in trainings as recommended by the Site Coordinator
8. Maintain open communication with families of the children assigned to his/her group
9. Complete other duties as assigned.

PHYSICAL REQUIREMENTS (with or without accommodation)

Must be able to climb, reach, stand, walk, finger, talk, hear, and be capable of repetitive motion

Work requires close visual acuity

Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly

Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

**To apply, please email resume and thoughtful cover letter to: humanresources@uses.org
In the subject line, please specify the position to which you are applying.
No phone calls, please.**