



At United South End Settlements (USES) we believe that families have the best chance to reach their potential when we support the whole family together – children, parents, caregivers, and other family members. We help families reach their goals around education, career, finances, family or community engagement through one-on-one coaching. We also connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children. We offer early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.

Assistant Group Leader, club48

GENERAL DESCRIPTION

United South End Settlements' licensed After School Program, club48, 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.

Assistant 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. Assistant Group Leaders actively participate in both small and large group activities. Assistant Group Leaders work 10-12 hours per week during the regular school year and up to 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. Assist with designing and leading 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 (includes bathroom duties)
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.

A typical daily schedule for assistant group leaders include:

2:15-2:40 classroom set up, activity prep

2:40-3:00 Assist with homework and pick ups

3:00-3:40 Lead multi-age activities for students done with homework

3:40-4:00 Assist with bus stop pick ups/snack time activities

4:00-4:45 Assist with homework/ lead group activities

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 cover letter to: humanresources@uses.org

In the subject line, please specify the position to which you are applying.

No phone calls, please.