



## UNITED SOUTH END SETTLEMENTS

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*The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings. We help families reach their goals through one-on-one coaching and connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children, including early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.*

*USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. USES operate in three locations in the South End – Harriet Tubman House, South End House, and the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire.*

#### **Club48 Assistant Group Leader**

##### **GENERAL DESCRIPTION**

United South End Settlements’ Club48 is a licensed out of school time program that focuses on the social-emotional growth and well being of children between the ages of 5-12. Our daily schedule includes team building activities, enrichment activities and academic assistance. Partnerships include, but are not limited to: the Museum of Fine Arts, New England Aquarium, Northeastern University, Boston College, and Roxbury Rocks. Club48 operates 2:30-6pm. We have income-eligible, voucher and private pay slots for school-aged youth.

Assistant Group Leaders report to the Director of Club48 and are responsible for assisting with the daily planning and implementation of small group activities, including daily STEAM activities, and direct supervision of children 5 to 12 years of age. Assistant Group Leaders actively participate in both small and large group activities and step into to cover classrooms while Group Leaders are on break. Assistant Group Leaders work 25 hours per week and up to 35 hours week during school vacations and summer.

##### **RESPONSIBILITIES**

- Assist with designing and leading small group activities to meet the social, educational, and recreational interests and needs of school-age children
- Provide a consistent, structured daily program
- Comply with the program's positive discipline policy
- Observe, record, and report significant individual and group behaviors
- Maintain a safe, welcoming and clean group room environment

- Attend staff meetings, group supervision sessions, monthly program family meetings
- Participate in trainings as recommended by the Director
- Maintain open communication with families of the children assigned to his/her group
- Complete other duties as assigned.

#### **QUALIFICATIONS**

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

#### **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

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*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.*

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