



POSITION DESCRIPTION

<u>Position:</u>	Assistant Group Leader
<u>Job Status:</u>	Part-time, 10 Month
<u>FLSA Classification:</u>	Non-Exempt
<u>Reports To:</u>	Site Directors (Assistant Site Directors in the absence of Site Director)
<u>Open Date:</u>	07/28/2015

Position Summary

The Assistant Group Leader will be expected to carry out instructions by the Site Director and assist Group Leaders to create a positive learning experience for the children. He/she will assist in supervising activities, ensure the safety and well-being of all children, and contribute to the effective operation of the center according to licensing regulations and National After School Association standards.

Primary Responsibilities

- Set up and break down the site each day (includes lifting)
- Ensure that all materials needed for the daily activities are accessible and replenished as needed
- Assist in the development of the daily lesson plan under the guidance of the Group Leader
- Conduct scheduled daily activities with groups of children at the site in accordance with the posted lesson plan
- Engage children in daily plans, interact with children in a positive manner, and help other Assistant Group Leaders to do the same
- Assist with the preparation and serving of snacks to children on a daily basis
- Clean and sanitize all tables before children arrive, after snack time, and at the end of the day
- Check refrigerator daily and clean out at the end of every week, if applicable
- Provide supervision and direction for children assigned to the site and work to maintain their safety
- Document incidents and/or accidents that occur while children are in the group and report to Site Management, along with any other problems or concerns
- Assist with maintaining and updating the Parent Bulletin Board and other posted information when requested
- Maintain group attendance sheets and submit to the Site Management
- Demonstrate a positive and professional attitude at all times, with other staff, children, and parents
- Maintain a positive attitude toward work, co-workers, parents, and children, and maintain a professional demeanor at all times
- Attend all scheduled and mandatory meetings and training events as well as special events and activities hosted by Campagna Kids and The Campagna Center
- Must be willing make reasonable accommodation to meet children's individual needs, including, but not limited to, changing diapers, assisting with toileting, cleaning up bodily fluids, etc.
- Perform other duties outside the scope of this position description as requested by the Supervisor.

Qualifications Required

- A High School Diploma or GED-equivalent
- Emotional maturity and flexibility
- Excellent verbal and written communications skill
- Reliability and dependability
- Exemplary professional and personal integrity
- Must be physically able to participate in all activities planned for children