



POSITION DESCRIPTION

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

Position Summary

The Group Leader at each Campagna Kids Program site is an integral member of the Site Team and is responsible for implementing daily activities with the children enrolled in the Campagna Kids Program and maintaining the general condition of the site.

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
- Develop the daily lesson plan under the guidance of the Assistant Site Director
- 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 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 Director, 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 Assistant Site Director
- Demonstrate a positive and professional attitude at all times, with other staff, children, and parents
- Attend all scheduled and mandatory meetings and training events as well as special events and activities hosted by Campagna Kids
- Must be willing make “reasonable accommodations” to meet children’s individual needs that may include changing diapers, assisting with toileting, and cleaning up bodily fluids, etc.
- Must be able to participate in all activities planned for children
- Maintain a positive attitude toward work, co-workers, parents, and children, and maintain a professional demeanor at all times
- Perform other duties outside the scope of this position description as requested by the Supervisor

Qualifications Required

- A High School Diploma or GED-equivalent
- Meet or exceed one of the following:
 1. A one-year School Age Credential or an Early Childhood Certificate that consists of at least 6 semester hours, and 18 months of relevant experience
 2. 30 semester hours of college credit and 18 months related experience. Among the 30 college credits, twelve (12) must be in child-related subjects which must have been completed six (6) months prior to employment, including three (3) in child and youth development and three (3) in other areas related to out of school time programming
- Emotional maturity and flexibility
- Excellent verbal and written communications skills
- Reliability and dependability

- Exemplary professional and personal integrity