

Roxbury Tenants of Harvard

AFTER SCHOOL PROGRAM
GROUP LEADER

QUALIFICATIONS

Candidate must meet the qualifications for Group Leader as specified by the Office for Children -- A Group Leader must be at least 18 years of age and meet one of the following sets of requirements: 1) Have a Bachelor's Degree or an Associate's Degree; and have 3 months of experience working with school age children; or 2) 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. A demonstrated interest and commitment to working with children and families is necessary. *Experience in designing and leading activities for children is strongly preferred.*

GENERAL DUTIES

Responsible for the daily planning and implementation of small group activities and direct supervision of children. Actively participates in both small and large group activities. Group Leaders work approximately 20-25 hours per week 1:30am -6:00pm. *Group Leaders must also be available to work full-time during school vacations from 8:15am – 6pm.*

SPECIFIC DUTIES

1. Responsible for designing and leading small group thematic activities to meet the social, educational, and recreational interests and needs of school age children.
2. Responsible for providing a consistent, structured daily program activities and participate in and supervisor these activities.
3. Assist with: homework, serving meals, leading field trips, and cleaning the facilities used by the After School Program.
4. Responsible for the observation, recording, and reporting of significant individual and group behaviors.
5. Responsible for maintaining a safe, welcoming and clean group room environment.
6. Attends program events, staff meetings, group supervision sessions, and participates in trainings as recommended by the Program Director.
7. Other duties as assigned by the Program Director

Any new hire must present the following prior employment start date:

- Evidence of a physical examination within 12 months or employment
- Records indicating immunity to MMR

No health benefits are available for this position.

Roxbury Tenants of Harvard Association is an Affirmative Action/Equal Opportunity Employer.

Forward resume and cover letter to:

Nikita Payne, After School Program Director
RTH
2 New Whitney Street
Boston, MA 02115
Email: npayne@roxburytenants.org
Fax: 617-232-4010