

# **Substitute Group Leader at the Rafael Hernández After School Program (HASP)**

**Job Type:** Part-Time during Academic School Year (number of hours vary)

**Reports to:** HASP Director

**Email:** kilroysarawork@gmail.com

## **Brief Job Description (essential functions of the job):**

The Group Leader position entails providing constant supervision of groups of children ages 5 – 14, tutoring, planning and providing age appropriate activities while motivating and engaging these participants in planned activities, including on field trips. Group Leader will also attend all mandatory program orientation and ongoing training.

## **Duties and Responsibilities:**

- Responsible for 10-13 students.
- Maintain daily attendance and accurate sign out, Daily activities sheet, assist the Director/Coordinator with running daily activities, and give snack.
- Assist in ensuring the safety and engagement of children between the ages of 5 and 12 who attend program activities at all times.
- Provide assistance with homework and encourage academic progress; feel comfortable providing homework help.
- Plan activities for students during gap periods when specialists aren't in session.
- Maintenance of professional attitude and appearance.
- On-time attendance at work, all nightly staff meetings, and training programs.
- Treatment of children with dignity and respect all the times
- Escorting children from one program area to another.
- Additional responsibilities/tasks given by the Coordinator/Director

## **Minimum Qualifications and Desired Experience:**

- Must be at least 18 years old. Must have High School Diploma or GED
- Bilingual English and Spanish preferred
- Verification of work experience; 6-9 months experience working with SACC children
- CPR/First Aid certification preferred
- Should be sensitive to the feelings and need of others, be able to relate well with staff, children, and parents, and have a caring and friendly personality
- Ability to meet the children's social, physical, and emotional needs
- Must be able to maintain a safe, clean, and appropriate child care environment.
- Demonstrated commitment to teamwork and collaboration with diverse groups of people; ability to and provide/receive constructive feedback
- A genuine enthusiasm for developing professional skills through training opportunities and field practice.
- Availability between 2:30 – 5:30pm; 15 hours per week (plus occasional staff meetings) Monday-Friday during the school year.
- C.O.R.I and S.O.R.I. checks required
- Desire to have fun!

## **Department of Early Education and Care (EEC) Required Group Leader Qualifications:**

**A group leader must be at least 18 years of age and meet one of the following sets of requirements:**

1. Bachelor's Degree or an Associate's Degree; and have 3 months of experience working with school-age children including 3 months supervised experience at a school-age child care program; 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; or
3. Have 9 months experience with school-age children including 3 months supervised experience at a school-age child care program.

**Please submit resume and contact information for 2 professional references to [kilroysarawork@gmail.com](mailto:kilroysarawork@gmail.com). No phone calls, please.**