



**Western Hills University High School 21<sup>st</sup> CCLC After School Program  
Group Leader Job Description**

**Area of Focus:**

Academic Support/Homework Help, Youth development, Social /Emotional development, Community Service/Service Learning, Leadership/Mentoring

**Job Description:**

- Implement and document successful educational, recreation, youth leadership, community service and arts activities with high school aged students.
- Adhere to policies and procedures in a pro-active manner, making the safety and care of students your primary focus.
- Build a positive relationship with each after-school participant in your care, and foster positive connections between participants. Actively engage and participate with children at all times with the goal of fostering the positive development of each child and the group. Implement Youth Program Quality Intervention (YPQI) strategies learned from trainings.
- Conduct yourself as a professional and representative of the agency with school staff, parents, children and anyone else with whom you come into contact in your role.
- Effectively manage assigned group and tasks. Maintain and enforce progressive discipline policy.
- Help create a cohesive and effective staff team.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents to Site Coordinator.
- Inspect on a daily basis all facilities, equipment, and supplies and be sure all are accounted for and put away at the end of each day.
- Inspect classroom/space at the beginning of each session and at the end of each session and ensure that the space is in the same condition that you found it.
- Actively participate in all aspects of staff development, including weekly supervision, weekly team meetings, and trainings during the school year.
- Other assignments and flexibility of assignments as requested by coordinator or director.

**Required Skills/Experience:**

- At least 1 year of College, preferably in Education, Social Work or related field. Any other special skills to share.
- 1 year experience working with children in a child care or education setting
- Availability 10:00 to 4:00, Monday to Thursday. Occasional Friday professional development sessions.

**Hours and Wages**

- Group Leaders must commit to work a minimum of 5 hours per day, 4 days per week (Monday-Thursday).
- Group Leader wages for the after school program are \$13 an hour.