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Boys & Girls Clubs of Metro South - Taunton Clubhouse Job Description

TITLE: Assistant Group Leader
JOB FAMILY: Childcare
FLSA STATUS: Non-Exempt
REVISED: May 2018

POSITION SUMMARY:

The Assistant Group Leader is responsible for assisting with the creation and implementation of a school aged child care program that fosters children in their social, emotional, cognitive and physical growth. Assistant Group Leaders are responsible for planning and implementing daily programs, supervising program participants, behavior management and program development.

ESSENTIAL FUNCTIONS:

- Provide opportunities for learning and nurturing
- Foster the development of independence, cooperation and mutual respect in children
- Maintain an open, friendly and informative relationship with each child's family
- Help to promote and provide for the health and safety of the children in your care
- Maintain attendance logs daily
- Become familiar with and abide by the Department of Early Education regulations, policies, and procedures.
- Other duties as assigned.

QUALIFICATIONS:

- Current knowledge of state and BGC standards and regulations specific to early education and child care.
- Ability to effectively interact with parents and children on a range of issues.
- Demonstrated ability to engage in a range of children's educational, recreational, and social activities.
- Demonstrated ability to make mature judgments in difficult situations.

BOYS & GIRLS CLUB COMPETENCIES:

Mission and Community Oriented: Accepts and demonstrates Boys & Girls Club values. Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

People Oriented: Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change; seeks opportunities in the change process.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ **Date:** _____