

Camp Fire North Shore

POSITION: Afterschool Group Leader/Assistant Group Leader

HOURS OF WORK: Part-time, up to 23 hrs/wk, 1:30 – 6:00 pm or 2:00 – 6:00 pm, Monday through Friday, plus monthly staff meetings (may be some flexibility if not available all days)

POSITIONS LOCATED IN: Lynn, MA elementary schools

START DATE: Lynn Public Schools first day of school

JOB DESCRIPTION/RESPONSIBILITIES:

Group Leaders and Assistant Group Leaders work directly under their guidance of the Site Coordinator and help him/her carry out his/her responsibilities for our EEC licensed School Age programs. This includes:

- Planning and implementing areas such as: creative arts, sports, music/movement, gross motor skills, science and nature, and self-esteem.
- Observing children and documenting observations throughout the year.
- Assisting in keeping the program space neat, clean, safe, stimulating, and enjoyable and ensuring materials and activities are age-appropriate and rotated on a regular basis.
- Filling out accident reports and reporting all incidences to the Site Coordinator and/or Program Administrator.
- Attending monthly all-staff meetings and other workshops scheduled for staff.
- Fulfilling the Department of Early Education and Care training requirements for 12 hours of professional development training annually.

QUALIFICATIONS:

Assistant Group Leader: Assistant Group Leaders under the age of 18 must work under direct supervision of the group leader or site coordinator. The assistant group leader must meet one of the following requirements:

1. Be at least 16 years of age and have a high school diploma or equivalent; or
2. Be at least 16 years of age and currently enrolled in a high school program or equivalent; or
3. Be 18 years of age or older.

Group Leader: Group Leaders shall be at least 18 years of age and meet one of the following sets of requirements:

1. Have a Bachelor's Degree or Associates Degree; and have three months experience working with school age children;
2. Have a high school diploma or equivalent; and have six months experience working with school age children, including 3 months supervised at a school age child care program; or
3. Have nine months experience with school age children including three months supervised experience at a school age child care program.

Assistant Group Leaders and Group Leaders must have current First Aid certification within 6 months of hire.

If you are interested, please complete an application form and submit it via email to rgawlak@campfirenorthshore.org or bring it to our main office at 2 Cain Road, Salem MA.