

Camp Fire North Shore

POSITIONS: Group Leader/Assistant Group Leader, After School Program

HOURS OF WORK: Part-time, up to 20 hrs/wk, Monday thru Friday (flexible if not available all 5 days)

POSITIONS LOCATED IN: 2 Cain Road (Salem) + Shoemaker Elementary School (Lynn)

START DATE: August, 2022 (Orientation), September 12, 2022 (First day of program)

PAY RATE: \$16-\$18 per hour

Camp Fire North Shore is a non-profit organization located in Salem and Lynn, MA offering after school care, summer day camp, teen and club programs, and self-reliance workshops to youth on the North Shore. Thrive{ology} is our proven, research-based approach to teaching every kid and teen how to be a better friend, student, son, daughter, member of society. For more information about our organization, please visit www.campfirenorthshore.org.

Camp Fire North Shore is seeking a number of Group Leaders to work under the guidance of Site Coordinators at after school program sites located in Lynn Public Schools and at our Program Facility in Salem. The programs target school age youth, pre-k through grade 8. This is a school year only position, with opportunities to extend employment at our summer day camp program in the summer months. Hours during the school year are 1:30pm - 6 pm or 2:00pm – 6pm, depending on the site location, plus some evening training and meeting hours.

JOB DESCRIPTION

- Plan and implement areas such as: creative arts, sports, music/movement, gross motor skills, science, nature, self-esteem, etc.
- Observe children and document observations throughout the year.
- Assist in keeping the program environment neat, clean, safe, stimulating, and enjoyable for all age groupings.
- Complete, record and distribute accident/incident reports as needed.
- Report all incidents and issues with children to the Site Coordinator and/or Program Administrator.
- Attend monthly staff meetings and other workshops & trainings scheduled for staff.
- Fulfill the Department of Early Education and Care training requirements for 12 hours of professional development training annually.
- First Aid Certified (within 6 months of hire)

QUALIFICATIONS:

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 3 months' experience working with school age children;
2. Have a high school diploma or equivalent; and have 6 months' experience working with school age children, including 3 months supervised at a school age child care program; or
3. Have 9 months' experience with school age children including three months supervised experience at a school age child care program.

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.

If interested in applying for this position, please contact Laurie Hamill, Executive Director, at 978-745-7200, or via email at kford@campfirenorthshore.org.