

Group Leader

Chatham Kids Club

Chatham, NY

Other

Part-time

Onsite

\$15.00 - \$17.00 an hour

Posted on January 16, 2024

Organization Statement

We are a School Age Child Care program helping to provide students in opportunities for learning, growth, and discovery all in a safe nurturing environment. We are a not-for-profit state registered and licensed program with the Office of Child and Family Services.

Job Description

Chatham Kids Club (CKC) is looking for Group Leaders for the 2023-24 School Year and Summer!

Under the general direction of the CKC Director, Chatham Kids Club Group Leaders will work in collaboration with other staff in homework help, playing games, crafting projects, outdoor adventures, and reading stories as well as **ensuring the safety and well-being of the students enrolled** in the CKC program. School year hours are flexible. Our summer program runs for 9 weeks and is also flexible, with the ability to work a full 40 hour week!

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Applicants must pass a background check and be fingerprinted. A sense of humor and willingness to run, hop, skip and jump around is important!

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Leaders are responsible for, but not limited to the following:

- Have an awareness and understanding of the [SACC](#) (School Age Child Care) regulations.
- Plan a monthly schedule for their age group and submit it to the director prior to the start of each month.
- Arriving on time each program day prepared for indoor and outdoor activities regardless of the season/weather.
- Deliver dynamic engaging experiences that promote positive behavior and interpersonal interactions.
- Act as a role model for students, assistants and volunteers.
- Collaborate with staff to deliver curriculum and facilitate daily schedules.
- Perform related duties as assigned by the program director.
- Participate in staff training and professional development opportunities.
- Respond to emails, text and or phone calls in a timely manner (within 24 hours of receiving).
- Maintaining a physically and emotionally safe learning atmosphere by being aware of group dynamics and group ratios, **never leaving your group to be understaffed**
- Establishing clear expectations of students, and appropriate consequences.
- Supporting assistants and volunteers in their role, offering guidance as needed.
- Follow directions and **function within program policies and procedures.**
- Work effectively with students and staff of different ages, abilities, and backgrounds.

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Qualifications

Applicants must pass a background check and be fingerprinted.

1. Love to work with children indoors and out, in all the seasons!
2. Desire to bring joy and laughter to a group of children and colleagues
3. High School diploma or GED
 - **Minimum Education Level:** Highschool Graduate or GED
 - **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Please email a cover letter and resume to: ckcprogram@gmail.com

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