



**BOYS & GIRLS CLUBS
OF SOUTH COUNTY**

Job Announcement

Group Leader – Extended Learning

JOB DESCRIPTION:

Under the supervision of the Site Supervisor, the Assistant Site Supervisor is responsible for assisting with the management, supervision, implementation and contractual compliance of the Extended Learning Program for the 2021-2022 school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning, supervision and implement the daily program in accordance with the goals and policies of the Boys & Girls Clubs of South County and the South Bay Union School District.
- Assists in the day to day operation of program site.
- Assist to ensure constant and consistent supervision of all children, ensuring their guidance and safety.
- Ensure that program and staff consistently comply with all contract requirements and Boys & Girls Clubs of South County policies and procedures.
- Assist in accurately documenting all incidents/accidents and ensure program communication to all parties as appropriate.
- Assist to maintain complete and up to date records on all children
- Assist in accurately documenting attendance, absentees and emergency information for each child. Ensure accuracy and consistency of scanning in and out as well as sign out sheets.
- Communicate in a positive and effective manner with all participants, school officials, parents, community members and co-workers.
- Assume the duties as a Site Supervisor in the event of the Site Supervisors absences.
- Attend any required meetings.
- Wear issued work shirt and name badge during work hours.
- Attended 15 hours of Professional Development

MINIMUM QUALIFICATIONS:

- The Group Leader must have a minimum of one year experience in afterschool programs or other qualifying experience. That experience should cover a wide variety of youth development programs, including the development, implementation, and the supervision of those programs.
- Must meet the minimum qualifications of a Classroom Assistant in the school district; AA or BA is highly desirable, or 48 units of college credit; or a passing score on the districts Classroom Assistant Proficiency Exam is acceptable.

Hours: 2:00-6:00pm /2:30-6:00pm (wed.1:00-6:00pm) (wed.1:30-6:00pm) * AM Shift Available

Salary: \$15.50- \$16.00 hourly

Submit resume to:

Mayra Gasca

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