



**BOYS & GIRLS CLUBS**  
of South County

## Job Announcement

### Group Leader – Extended Learning

#### **JOB DESCRIPTION:**

Directly responsible for assisting in the daily operation of the Extended Learning program in the South Bay Union School District. Responsible for actively participate in the supervision of activities for elementary school aged children enrolled at the site with the primary concerns for implementing program curriculum; general supervision of members; and customer service; membership tracking; promotion/marketing; and facility maintenance.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Implementation of Program** –carry out curriculum of core areas and enrichments as determined by the SBUSD; must be able to facilitate and actively participate in group activities; follow structured daily schedule; distribute snack according to policy
- **Supervision of Members** – establish and maintain a fun, safe, and positive environment conducive to youth development; members will be supervised at all times; all children are checked in and out according to procedure; set fair and reasonable rules; recognize member participation and achievement.
- **Customer Service**- welcome and acknowledge all members and visitors; provide responsive and helpful assistance to visitors; must be able to effectively communicate with children, parents , and school personnel
- **Membership Tracking** – ensure all members complete the membership application; input members in the City span program; issue membership cards; generate attendance reports
- **Facility Maintenance** – overall appearance of the site, conducts daily housekeeping duties and safety checks, minor maintenance is performed promptly, other repairs are reported, evacuation and emergency procedures are posted.

#### **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 also Available

#### **Salary:**

\$18.00-\$18.50

#### **Submit resume to:**

[mgasca@bgcscounty.org](mailto:mgasca@bgcscounty.org)

Phone: 619.424.2266 ex. 110

