



LEAP Youth Development Program

Position: Group Leader
Supervisor: Site Director
Status: Hourly / Non-Exempt
Hours: 2:00pm - 6:30pm - may be released early based on attendance

Job Summary

After school group leaders will be responsible for creating an engaging and safe learning environment for our students. Each day after school is released, group leaders will guide their group in activities that include homework, crafts, building, STEM projects, and academic enrichment. Applicants must be willing to undergo a comprehensive background check and must obtain CPR and first aid certification within the first 60 days of hire.

Education and Experience

- Must be 18 years old or older
- At least six months experience working with youth in a classroom, after school, or recreation environment
- Ability to speak and write Standard English appropriate in a public school setting.
- Reliable and responsible
- First Aid and CPR certification required.
- Strong communication skills

Work Environment

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Student supervision is a key requirement. Group Leaders must be able to implement activities, while maintaining program safety. Group Leader is expected to wear appropriate LEAP YDP uniform daily.

Essential Duties and Responsibilities

- Communicate effectively and in a professional manner with LEAP YDP administration, site staff, parents and school administration regarding program activities.
- Develop rapport and build relationships with school faculty and families of students enrolled.
- Ensure safety and supervision of all children
- Uphold facility and material maintenance and cleanliness
- Assure policies and procedures are adhered to and carried out properly
- Follow afterschool schedule and lesson plans for assigned group
- Keep daily attendance and headcount of youth present in assigned group
- Maintain all supplies, equipment and materials. Inform Site Director when new/additional items are needed.
- Demonstrate positive interactions with all children in the LEAP YDP Afterschool Program.
- Express clear expectations and hold children accountable according to the LEAP YDP guidelines.
- Performs other duties as assigned.

Group Leader