

Requirements:

Assistant Group Leaders must be at least 15 years old:

- Work with children only under the supervision of Group Leaders or Site Director.

Must be able to:

- pass a background check with the state of NH
- Complete a First Aid and CPR certificate
- Complete the required NH Health and Safety Training Program (online modulus) within 90 days of hire
- Provide a Personnel Health Form within 60 days of hire
- Assist in leading a group of children of varying ages (5-15 yo) through activities and structured routines.

Responsibilities include, but are not limited to:

- Be responsible for the health and safety of all children at all times.
- Interact with or observe children as much as possible.
- Monitor for signs of abuse and neglect and report suspected incidents to the appropriate authorities. DCYF, your Director/Asst Director (as per training provided)
- Assist in planning and adapting curriculum involving various activities to stimulate children's cognitive skills, abilities, and development.
- Assist in implementing the daily program activities and routines under the direction of the Group Leader and/or Director or Asst. Director.
- Report any concerns to the Director.
- Assist in preparing the learning environment, setting up activities, interest centers, and preparing needed materials and supplies.
- Assist with general housekeeping tasks, snack preparation and serve, garbage removal (to include bringing it to the dumpster), and snow removal. A check list will be provided to help ensure all tasks are shared and completed as necessary.
- Help to supervise, promote, and implement a positive and age appropriate childcare experience while maintaining a professional attitude, and using positive discipline.
- Help maintain a neat and organized space.
- Help to promote healthy emotional, social, intellectual, and physical development of children enrolled.
- Help children establish good personal hygiene habits.
- Attend all staff meetings, clean up days, and special functions.
- Must work on Special Contract non-school days, to include at least 1 vacation week. (Feb or April)
- Maintain confidentiality, and proper chain of communication. When in doubt, communicate with the Director before parents. Some things are best communicated by the Director to the parents.
- Maintain positive communication with children, parents, staff, school personnel, and community.
- Maintain appropriate records. Including attendance and time sheets, CACFP reporting, incident and accident reports, as well as think sheets as per training provided.
- Meet all applicable state licensing requirements, Included ongoing professional development.
- Assist Group Leaders, the Director or Asst. Director in other ways as requested.

I agree to meet these requirements and responsibilities of this position.

Signature: _____ Name: _____ Date: _____