

Requirements:

Group Leaders must be at least 17 years old and have one of the following:

- Experience working with school-aged children, totaling 600 hours
- Documentation of a minimum of 3 credits in child development, education, recreation, or another field of study focused on children, awarded by an accredited college or university.
- Documentation of being a certified coach.

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
- Lead 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.
- Lead in implementing the daily program activities and routines.
- Supervise Assist Group Leaders. May require delegation of tasks. 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/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 the Director or Asst. Director in other ways as requested.

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

Signature: _____ Name: _____ Date: _____