



125 main st
Littleton NH, 03561

POSITION: After School Program Group Leader
REPORTS TO: PARK PROGRAM DIRECTOR
SUPERVISES: Councilors and Youth

CATEGORY: Part Time
FLSA STATUS: NON-EXEMPT

Job Description: After School Program Group Leader

Duties:

- Be a leading member of a team oriented group.
- Follow the instruction of the Program Director and Parks and Rec Director.
- Lead, and instruct youth in the after school program.
- Give direction to counselors in group
- Implement daily activities as directed by the camp director.
- Oversee safety in all activities of designated group.
- Be responsible for children's health and overseeing proper administration of medications specified by parents/guardians.
- Prepare fields, courts, and classrooms for instruction.
- Prepare daily time sheets.
- Attend and participate in opening and closing ceremonies, and all group games and activities
- Supervise and interact with children during activities, events, and special needs.
- Supervise and interact with children within the program.
- Monitor children's interactions with in the group.
- Participate in all activities with kids and counselors.
- Promote a cohesive park program team and positive work environment
- Communicate with superervisors, parents, and coworkers on concerns and disciplines.
- Perform general routine maintenance as required by supervisors. (E.g. picking up litter, cleaning floors, replacing toiletries, etc.)
- Assist in trainings as required by Park Program Director
- Communicate effectively and respectfully to parents, community members, and staff members
- Be on Premises from 2:30-5:00pm daily

Knowledge/Abilities

- Knowledge of games and activities.
- General first aid preparedness.
- CPR certified.
- Maintain order and discipline and enforce safety measures.
- Follow written and oral instructions.
- Lead others as needed.
- Establish and maintain effective working relationships with supervisors, associates, and general public.

Position Working Conditions/physical demands (includes but not limited to:)

- Constant noise
- Varied weather conditions
- Environment: Inside 50% outside 50%

Protective equipment used:

- Sunscreen
- Hats
- Covered shoes/sneakers

Lifting:

- Occasionally 0-20 pounds, 21-40 pounds, 41-60 pounds
- Rarely 61 pounds and above.

Updated 11/5/18

Updated by: Chris Wilkins

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