



Helena Family YMCA Afterschool Programs

Group Leader Job Description

The “Group Leader” is responsible for the daily supervision of up to 12 after-school program participants grades K-8. S/he is responsible for assisting in the planning, development, and implementation of all 9 program components and program activities in the after-school program. The Leader guides the academic and social development of children; ensuring a safe, enriching, and healthy learning environment. Group Leaders use a variety of resources, provided by the After-School Site Director to introduce new skills throughout the execution of activities. To accomplish this, Group Leaders are required to participate in ongoing professional development and planning sessions with the After-School Site Director on a scheduled basis.

DUTIES AND RESPONSIBILITIES

The Group Leader must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Group Leader will be responsible for the following:

1. Ensures the safety and engagement of children in assigned group.
2. Demonstrates competency with the DESSA assessment tool and is fully training.
3. Plans and use the S.A.F.E. framework to facilitate purposeful and engaging activities and group projects that compliments the program’s thematic or project-based agenda according to the program 9 components and site implementation plan.
4. Provide assistance with homework and encourage academic progress.
5. Follows program lesson plans and implementation plan in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
6. Provides careful, attentive supervision, alert at all times.
7. Serves as a positive role model, demonstrates professional behavior and understand positive youth development approaches to the academic and social development of youth.
8. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
9. Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains on-going communication with supervisor.
10. Maintain accurate classroom records as assigned and according to program requirements.
11. Communicates regularly with parents; attends parent/family events as designated by supervisor.
12. Demonstrates a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

EDUCATION, EXPERIENCE AND SKILLS

1. High School Diploma or equivalent or experience with working with kids.
2. Experience working with children under 13 years of age preferred.
3. Exceptional group management, problem-solving and conflict resolution skills.
4. Experience in creating interactive and educational/artistic activities, youth development, academic enrichment and arts.

5. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
6. Must be capable of implementing the daily administrative, program related, and supervisory responsibilities of an after-school site.
7. Flexibility, with the ability to adapt to changing circumstances.

CORE COMPETENCIES

- **Values.** Demonstrates in word and action the Y's core values of caring, honesty, respect, and responsibility and a commitment to the Y's mission, in all matters at all times.
- **Inclusion.** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.
- **Relationships.** Builds authentic relationships in the service of enhancing individual and team performance to support the Y's work.
- **Influence.** Employs influence strategies (verbal, personal and written) that engage, inspire, and build commitment to the cause and overall Y goals.
- **Communication.** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. Understands and expertly utilizes current methods of communication (PowerPoint, Prezi, Video, Audio, Animoto etc...)
- **Developing Others.** Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.
- **Decision Making.** Integrates logic, intuition, and sound judgment to analyze information to identify greatest opportunities, make sound decisions, and solve problems.
- **Change Capacity.** Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities.
- **Emotional Maturity.** Demonstrates effective interpersonal skills.
- **Quality Results.** Demonstrates and fosters a strong commitment to achieving goals in a manner that provides evidenced-based quality experiences.
- **Innovation.** Participates in the generation, experimentation, and implementation of new approaches and activities that improve and expand the Y's mission and work.