

**YWCA Southeastern Massachusetts
JOB DESCRIPTION and SPECIFICS**

POSITION: YWkids Group Leader

STATEMENT of DUTIES: Responsible for supervising activities and addressing the needs of all children enrolled in the school age child care program.

SUPERVISION: Reports to Director of Adult and Youth Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Supervision over the health, welfare and safety of the children.
- Provides leadership to children in the group.
- Supervises and interact with children during snack time.
- Plans and supervises age appropriate, theme based activities.
- Monitors children's behavior.
- Designs and monitors a "Club" activity for a group of children.
- Plans, facilitates, and reports on Racial Justice activities with children weekly.
- Completion of necessary forms i.e. behavior, accident, injury, etc.
- Serves as bus monitor when scheduled or needed.
- Maintains cleanliness of the site following CDC and EEC current standards
- Must wear a mask at all times while with the children
- Have knowledge and understanding of Department of Early Education and Care (EEC) regulations.
- Work with the Executive Director and Development Staff to achieve the YWCA's overall resource development and communications goals.
- Attends and participates in meetings, conferences, trainings as required.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

QUALIFICATIONS:

- Bachelors or Associate's Degree preferred and three months of experience working with school age children.
- At least 18 years old and have nine months experience with school age children including three months supervised experience at a school age child care program or High School diploma and six months experience working with school age children.
- Satisfactory response to CORI, SORI, DCF and Fingerprint Background Checks.
- Good judgment with the ability to act independently in representing the YWCA.



- Dependability, accountability, and flexibility are essential.
- Reliable transportation required.

POSITION STATUS: NON-EXEMPT / Part-Time

June, July & August (Summer Break): 8:00 am – 4:00 pm

School year: 1:00 pm - 5:00 pm

\$13.75 - \$15.00 / hour

The YWCA Southeastern Massachusetts offers benefits including 50% reimbursement for individual health insurance, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan.

Please send resume and cover letter by May 20th to Andrea Davidson at adavidson@ywcasema.org,
Director of Adult and Youth Services

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE
ACTION EMPLOYER

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

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