

The Community House

Position Agreement

"Agreement to fulfill the accountabilities of the job"

Job title: Assistant Group Leader

Reports to: TKC Program Director

Review Date: Annual

**Type of position:
School year position
Part-time, up to 25 hrs/week**

Pay Scale: \$12.75- \$14.75 per hour

Results to be achieved by this position:

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community. You support the delivery of these results. You enable the Executive Director to efficiently and effectively support the community and exceed our constituents' expectations.

Standards for this position:

1. In the absence of the Exec. Dir. and TKC Program Director, TKC runs smoothly and efficiently
2. Greet every visitor and guest enthusiastically and warmly
3. Professional presentation and appearance
4. Consistent positive feedback from coworkers and constituents
5. Being on time and having excellent attendance
6. Treat visitors and coworkers with respect
7. Maintain cost consciousness
8. Ensure all meetings, activities, and events are executed smoothly and efficiently
9. Keep in confidence all business and client information (written and verbal)
10. Support TKC Program Director and staff in developing and implementing enriching curriculum and programs

Work requirements for this position:

- Attend staff meetings
- Provides a safe level of supervision in group room and program overall. Reports all safety concerns and issues to management
- Maintain a clean, safe, stimulating classroom
- Assist with hands on activities
- Coordinates with other program staff
- Participates in required professional development trainings
- Maintain flexibility
- Maintain confidentiality
- Other duties as assigned

Other/special requirements for this position:

1. At least 16 years of age
High school diploma or equivalent or be enrolled in a high school program
2. Works under the general supervision of a Program Director, Site Coordinator, or Group Leader
3. Must work flexible schedule (some nights and weekends required)
4. Consistently positive attitude
5. Take direction
6. Self-starter
7. Great people skills
8. Open minded and optimistic
9. Innovate- Suggest ways to make things better/more efficient
10. Must have child care experience

Reviewed and agreed to by (employee):

Name:

Date:

Approved by (supervisor):

Name:

Date: