

# The Community House

## Position Agreement

*"Agreement to fulfill the accountabilities of the job"*

**Job title: The Kids Community @ 284 - Group Leader**

**Reports to: TKC Program Director**

**Review Date: Annual**

**Type of position:  
Year-round position  
Part-time, up to 25 hrs/week**

**Pay Scale: \$17 to \$20 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. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
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. Supports the Program Director and Curriculum Director in the development of enriching curriculum and programming
11. Delegate responsibility to support staff and manage volunteers

### Work requirements for this position:

- Attend staff meetings
- Writes lesson plans
- Develops and coordinates activities for indoor and outdoor play
- Maintain a safe level of supervision of children in group room and program overall. Reports safety concerns and issues to management
- Maintain a clean, safe, stimulating classroom
- Supervise the assistant and volunteers in the classroom
- Participates in required professional development trainings
- Observe and document individual progress reports
- Write annual progress reports for each student
- Maintain flexibility
- Maintain confidentiality
- Other duties as assigned

### Other/special requirements for this position:

1. Must be at least 18 years old and have child care experience
2. Bachelor's or Associate's degree and 3 months of experience working with school age children  
Or high school diploma or equivalent and six months of experience working with school age children including three months of supervised experience at a school age child care program  
Or nine months of experience with school age children including three months of supervised experience at a school age child care program
3. Must work flexible schedule
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

### Reviewed and agreed to by (employee):

**Name:**

**Date:**

### Approved by (supervisor):

**Name:**

**Date:**