



Assistant Group Leader - The Kids Community

The Community House seeks applicants for the position of Assistant Group Leader. 7-22 hours/week



About The Community House

For over 100 years, The Community House (TCH) has promoted the arts, enrichment and unity in Hamilton, Wenham and the greater North Shore. TCH's mission is anchored by three flagship program areas: The Kids Community @ 284 (an after-school program), Stage 284 (a community theater program), and special community events.

To learn more about TCH programs and events, please visit our website:

www.communityhouse.org

About the Position

The strong reputation of The Kids' Community afterschool childcare program is the result of the hard-work and commitment of our staff team. The Assistant Group Leader works along side an experienced Group Leader to provide a safe, well-supervised and enriching environment for children in grades k-5. Shifts begin at 2:15pm until 6pm. On Wednesdays, staff start time is 12:30pm until 6pm. Assistants must be available for a minimum 2 shifts per week, but can also work all 5 days. Hours can be flexible for candidates who have other school and work commitments. Summer camp program hours are required and vary. Please see Tracey to discuss availability in the summer.

Key Responsibilities:

1. Greet every participant, parent and TCH visitor enthusiastically and warmly
2. Professional presentation and appearance
3. Consistent positive feedback from coworkers and constituents
4. Being on time and having excellent attendance
5. Supports the Program Director and Group Leaders in delivering enriching programming and activity
6. Supports children in the program by ensuring a safe environment, providing emotional support and behavioral interventions, and encouraging play.

Work responsibilities:

1. Provides a safe level of supervision in group room and program overall.
2. Reports all safety concerns and issues to management
3. Maintain a clean and safe classroom
4. Assist with hands on activities
5. Maintain flexibility and confidentiality
6. Attend required staff meetings and trainings
7. Other duties as assigned

Key Qualifications:

1. Age 16 or older
2. Good communication skills
3. Consistent positive attitude, outgoing
4. Self-starter and willing to learn and adapt to new trends and tools
5. Accepts feedback, open minded and optimistic
6. Enjoys children and likes to have fun
7. Innovative-willing to make suggestions for improvements and efficiencies
8. Has basic computer skills

Compensation:

\$16/hr.+ depending on experience. Simple IRA with company match as well as school age child care benefits. 2 weeks paid vacation accrued beginning at the onset of employment, 4 paid holidays. \$500 bonus is paid after 6 months of employment.

To apply, please complete application or send resume to:

Tracey Sacco
The Community House
284 Bay Road, South Hamilton, MA, 01982
tracey@communityhouse.org

Positions will remain posted until filled.

TCH is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.