

FRANCISCAN YOUTH CENTER

Where Youth Go to Grow



OPEN POSITION POSTING

Job Title:	Senior Group Leader	Salary Range:	\$15 per hour
Job Code:	12-PRO-WAV-02	Travel Required:	No
Division/Department:	Programs- Waverly	Location:	Waverly Elementary School, Baltimore, MD
Reports to:	Program Coordinator	Hours per week:	20
Type of position:	Part-Time Contractual	FLSA Status:	Non-Exempt
Date posted:	January 3, 2012	Posting Expires:	Open Until Filled

GENERAL DESCRIPTION

Supports FYC's mission and operations by supporting and developing group leaders in the management and instruction of students to assist in providing a positive and safe learning environment that allows for students' personal, social, and intellectual development. Assists the Program Coordinator in the management of program staff, students, volunteers, interns, and independent contractors.

DUTIES

- Assist the Program Coordinator in the day-to-day management of program operations.
- Coach, supervise, and provide professional development for program staff.
- Maintain high visibility at the site of the After School Program.
- Maintain positive relations with parents and school staff; communicate with parents & classroom teachers about student progress.
- Respond promptly and courteously to parent concerns and/or complaints. Escalate issues as necessary.
- Plan and implement engaging academic and enrichment activities for students.
- Model and teach social skills and character education congruent with FYC core values.
- Maintain accurate and current student participation records and statistical data for grant reporting.
- Provide direct classroom instruction to students, as needed.
- Monitor students, classrooms, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Attend (and sometimes plan and facilitate) orientations, trainings, workshops and staff meetings as scheduled.
- Model behavior that reflects understanding of conflict resolution principles for students, staff, and parents.
- Set up /clean up daily snack, supper, activity materials and program space in accordance with program requirements.
- Assure classrooms and other shared school space is well maintained and left as found.
- Maintain quality service by following organization standards and enhance organization reputation by accepting ownership for accomplishing new and different requests; explore opportunities to add value to job accomplishments.
- Other duties as assigned.

MINIMUM QUALIFICATIONS & REQUIREMENTS

Bachelor's Degree preferred, Associate's degree (or two years of college) required, three years of related youth development experience, one year of supervisory experience; or, an equivalent combination of education and experience. Must have (or possess within 60 days of start date) and maintain current CPR & First Aid certifications. Excellent organizational, interpersonal, oral and written communication skills. Ability to work independently and within a team environment. Proficient skills in the use of personal computers. Ability to prioritize and execute multiple, complicated and continuing assignments. Strong leadership ability. Commitment to high moral character and Franciscan values.

TO APPLY

Email resume and cover letter as attachments (in .doc or .pdf formats only) to employment@fycbaltimore.org; **no phone calls, please**. Include job code in subject. Resume and cover letters must be submitted by 5 PM on posting closing date. Successful completion of background check required. Franciscan Youth Center, Inc. is a drug-free work environment and an equal opportunity employer.