



## Assistant Group Supervisor

**Summary:** The AGS is responsible for providing quality care for children participating in North Light's school age childcare programs by meeting their needs in a safe, nurturing and stimulating environment while maintaining a welcoming atmosphere for their parent/caregivers.

**Classification:** Hourly Employee

**Reports to:** Director of Childcare Services

**Supervises:** Program Aides

**Work Schedule:**

School Year - regular schedule is weekdays, 20-25 hours weekly.

Summer – regular schedule is weekdays, 30-40 hours weekly.

### Responsibilities:

- Direct supervision of children participating in childcare programs
- Assist with program planning
- Pick up participants at various schools and transport safely to site
- Record keeping as related to program
- Assist and facilitate enrichment activities (art, music, literacy, math, science)
- Engage participants in recreational activities
- Prepare and serve snack
- Assist participants with homework
- Assist with related events
- Maintain equipment and program supplies
- Special projects as assigned
- Supervise program aides including volunteers

### Requirements:

- Must have or be cleared through child abuse clearance, criminal background clearance, FBI clearance, national sex offender clearance.
- A commitment to North Light's mission and role in the community
- Strong communication and people skills
- Relate well to children
- The ability to:
  - be flexible & creative in responding to new challenges
  - plan and manage a wide range of projects from start to finish with minimal supervision
  - work effectively with others on teams as well as with individuals at every level both inside & outside North Light
  - handle multiple tasks in an often fast-paced environment
  - organize schedule and meet deadlines

### Qualifications:

At a minimum, a high school diploma or a general educational development certificate and 2 years experience with children

Interested applicants should submit a resume with cover letter, transcripts, and two non-family written references to [Jthornton@northlightcommunitycenter.org](mailto:Jthornton@northlightcommunitycenter.org)