



## Group Supervisor

**Summary:** This GS 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
- Planning activities
- Pick up participants at various schools and transport safely to site
- Record keeping as related to program
- Implement 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
- Proficient with computer software including Microsoft Office Suite
- Valid driver's license and safe driving record
- 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 bachelor's degree from an accredited college or university, including 30 credit hours in education, child development, special education, or human services and one (1) year experience with children or an associate's degree from an accredited college or university, including 30 credit hours in education, child development, special education, or human services and two (2) year experience with children.

Interested applicants should submit a resume with cover letter and transcript to [Jthornton@northlightcommunitycenter.org](mailto:Jthornton@northlightcommunitycenter.org)