



Childcare Assistant Group Supervisor

The Assistant Group Supervisor is a part-time hourly position (approximately 20 hours/week) 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. Assistant Group Supervisors report to the Director of Children's Services.

Organizational Overview

Founded in 1936 as a drop-in center to divert community youth from delinquency and petty crime, North Light Community Center has continually evolved in response to changing community needs. North Light seeks to empower people of all ages and abilities in our communities, especially those most in need, to reach their fullest potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

Today, NL is a place where children learn and play in a safe and nurturing environment, teens learn life and career skills to realize their full potential, and families receive critical assistance. Programs include a state-licensed childcare facility with year-round school-age programs, emergency and family supports, college and career readiness for teens, workforce development training for young adults, arts and recreation, and access to technology. NL's mission is to empower people of all ages and abilities in our communities, especially those most in need, to reach their full potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

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
- Serve snack
- Assist participants with homework
- Assist with related events
- Maintain equipment and program supplies
- Special projects as assigned

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 of experience with children.

Work Schedule

After school program – approximately 20 hours/week, M-F

Equal Opportunity Employer

North Light community Center is an equal opportunity employer and complies with all laws prohibiting discrimination based on race, religious creed, color, sex, age, national origin, ancestry, sexual orientation, disability, or any other legally protected status.

How to Apply

Interested applicants should submit a resume, cover letter, transcripts, and two non-family written references to kwieder@northlightcommunitycenter.org.