



## Childcare Staff (Group Supervisor or Assistant Group Supervisor)

The Group Supervisor is a year-round position. During the school year it is a part-time hourly position (approximately 20 hours/week) responsible for providing quality care for children participating in North Light's afterschool program. During our 8-week summer camp it is a full-time hourly position (35-40 hours/week). Our goal is to meet the needs of our children in a safe, nurturing and stimulating environment while maintaining a welcoming atmosphere for their parents/caregivers. This position reports 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 the afterschool and summer camp programs
- Plan lessons and implement enrichment and recreational activities (art, music, literacy, math, science, sports, etc.)
- Record keeping as related to children's behavioral reports, activities, etc.
- Serve meals/snacks
- Assist children with homework
- Assist with childcare related events
- Maintain classroom, equipment and program supplies
- Special projects as assigned
- Supervise volunteers and program aides (Group Supervisors only)
- Pick up participants at various schools and transport safely to site when needed

## Requirements

- Have or be cleared through child abuse, criminal background, FBI, and national sex offender clearances
- 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

**Group Supervisors** must have 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.

**Assistant Group Supervisors** must have at a minimum a high school diploma or GED and 2 years of experience with children.

## Work Schedule

After school program – approximately 20 hours/week, M-F (2 or 2:30pm to 6pm); including trainings, prep time and staff meetings.

Summer Camp program – 8 weeks, 40 hours/week, M-F (8am to 3:30pm)

## 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 to [kwieder@northlightcommunitycenter.org](mailto:kwieder@northlightcommunitycenter.org).