



## EXTENDED DAY PROGRAM GROUP LEADER

Do you have a passion for working with children? Are you looking for a fun and rewarding job?

Westborough Community Education is seeking energetic, creative, and experienced **GROUP LEADERS** to be part of our team of educators at our growing Extended Day Program sites!

The **GROUP LEADER** is a part-time, school year position, operating Monday through Friday. Before school hours are 7:00am to 8:30am and after school hours are 2:30pm to 6:00pm. Ability to work all five mornings or afternoons is preferred, but not required. Additional hours are available during early release days and vacation, holiday, and professional development days.

### Some of the responsibilities include:

- Assist Site Coordinator in planning and implementing developmentally-appropriate activities that support students' academic, social, and emotional development
- Direct, organize, and supervise group of students during daily activities and engage with students during activities
- In the absence of the Site Coordinator, the Group Leader will take on responsibility for the operation of the site
- Arrive to site on-time, and assist in setting up / breaking down the program space
- Create a welcoming, supportive, and safe environment
- Maintain high standards of health, safety, and cleanliness in all activities
- Ensure that proper safety practices are followed at all times
- Provide students with clear and consistent expectations for behavior
- Be a positive role model for students
- Maintain positive relationships with students, families, and other school and program staff
- Communicate with Site Coordinator, reporting all injuries, incidents, student concerns accurately and in a timely manner
- Attend staff meetings and participate in required trainings
- Participate in Early Releases and Full Day Programs
- Comply with federal, state, and district regulations and policies as outlined in the WPS Employee Handbook

### Qualifications

- Must be at least 18 years old
- High school diploma or equivalent preferred
- At least one year experience working with school-age children, preferably in an after school or group setting
- Passion and interest in working with children in an academic and recreational setting

Pay starting at \$17.00 / hour. Westborough Community Education offers flexible scheduling, competitive wages, and opportunities for professional growth.

If interested, please submit a resume to Brian Bacon, *Director of Westborough Community Education*, at [baconb@westboroughk12.org](mailto:baconb@westboroughk12.org) or complete and submit an online application by going to [www.westboroughcommunityed.com/employment-opportunities](http://www.westboroughcommunityed.com/employment-opportunities), click on the "Click Here to Fill Out an Application".

*The Westborough Community Education Extended Day Program is a before and after school program for Westborough Public School students in Kindergarten through sixth grade that provides a safe, nurturing, and welcoming environment for students to create and connect outside of school hours.*