



## Town of Danvers Position Description

<b>Title:</b> Remote Learning Group Leader	<b>Classification:</b> Temporary / Part-Time
<b>Department:</b> Recreation	<b>Grade:</b> N/A
<b>Reports to:</b> Site Coordinator	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 8/28/2020	<b>Union Status:</b> Non-Aligned

### **Summary:**

Under the direction of the Site Coordinator, and/or their designee, this position supervises children in grades K-5 who participate in the Remote Learning program. This position is responsible for overseeing the health, safety and security of program participants, monitoring remote learning experiences, facilitating recreational activities and helping to maintain a positive environment for everyone involved. Note: this position was created with the Remote Learning program put in place by Danvers Recreation to assist the Danvers School department in response to the COVID-19 pandemic.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Supervises all children's health, safety and wellbeing.
- Monitors participants remote learning experiences.
- Assists the Site Coordinator with planning, development and implementation of daily activities.
- Communicates with parents on a daily basis.
- Required to attend all staff meetings as determined by the Site Coordinator.
- Responsible for any and all associated responsibilities that may arise throughout the year.
- Must follow Town & School COVID safety protocols and cleaning procedures.

### **Minimum Qualifications:**

- Must be at least 18 years of age and meet one of the following sets of requirements.
  - Have a High School Diploma or equivalent; and have 6 months experience working with school age children including three months of supervised experience at a school age child care program; or
  - Have 9 months of experience with school age children including 3 months of supervised experience at a school age child care program.
- Must have current First Aid and CPR certifications.
- Updated Physical and TB documentation every two years.
- Must be able to successfully pass a CORI, DCF, Sori and Fingerprinting.
- Upon being selected as a candidate must be able to successfully pass five EEC tests: Medication Administration, 51 A Mandated Reporter, Look and Lock, EEC, and a Food Training.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

### **Knowledge, Ability, Skill:**

- Ability to establish effective working relationships with parents, employees, and the public.
- Familiarity with Google Classroom, and other online learning platforms.
- Knowledge of health and safety precautions and occupational hazards.
- Applicants must be dependable, enjoy working with children, creative and have good communication and problem-solving skills.

**Supervision:**

*Received:* Works under the general direction of the Remote Learning Program Director and in accordance with the applicable provisions of Massachusetts General Laws.

*Exercised:* Supervises program participants.

**Physical Requirements:**

*(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is performed both indoors and outdoors. Employee is constantly required to walk, stand, sit, talk, and hear; Employee must occasionally lift and/or move objects weighing up to 30 pounds.

**Period of Employment:**

September 16<sup>th</sup> - June 30<sup>th</sup>

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**



\_\_\_\_\_  
Human Resources Director

09/01/2020

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date