



Town of Danvers Position Description

Title: Fun Club Group Leader	Classification: Non-Union
Department: Recreation	Grade: N/A
Reports to: Site Coordinator	FLSA Status: Non-Exempt
Effective Date: 4/16/2019	Union Status: Non-Aligned

Summary:

The Fun Club Group Leader supervises children while attending the Fun Club program. This position is responsible for overseeing the safety and security of program participants, planning and implementing games, activities and crafts, and helping to maintain a positive environment for everyone involved.

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 safety and wellbeing.
- Assists the Site Coordinator with program planning, development and implementation of daily activities.
- Participates in a minimum of twenty hours of training each year.
- Communicates with parents on a daily basis.
- Required to attend all staff meetings as determined by the Director/ Site Coordinator.
- Responsible for any and all associated responsibilities that may arise throughout the year.

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.
- Up to date 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.
- Knowledge of safety precautions and occupational hazards
- Applicants must be dependable, enjoy working with children, creative and have good communication and problem-solving skills.
- Specialized skills in the following areas: special events, arts and crafts, sports, games and working with school aged youth a plus.

Supervision:

Received: Works under the general direction of the Fun Club Program Director and Site Coordinator and in accordance with the applicable provisions of Massachusetts General Laws.

Exercised: none.

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.)

Regularly required to walk, stand, sit, talk and hear; operates computer, printer, video display terminal, typewriter, calculator, telephone, facsimile machine and all other standard office equipment requiring hand-eye coordination and finger dexterity; must be able to view computer screens for an extended period of time. Moderate physical effort required in performing functions; may be required to move/transport up to 30 pounds. Moderate physical effort required when performing duties of recreation programs. The employee is frequently required to convey information at meetings with staff and others.


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



Date

Received by:

Employee

Date

Human Resources

Date