



BOYS & GIRLS CLUB
OF GREATER SALEM

JOB DESCRIPTION

Title: Assistant Group Leader for Licensed Child Care Program

Department: Education & Programs

Supervisor: Site Coordinator

FLSA: Non-Exempt

Qualifications:

- at least 16 years of age and either
- have a high school diploma or equivalent or be currently enrolled in a high school program or equivalent

Additional education and/or experience will be favorably considered.

Hours: 1:30 to 6 p.m., Monday through Friday

Responsibilities: Assist Group Leader and/or Site Coordinator in carrying out his or her responsibilities in providing a quality after-school child development program.

Responsibilities include but are not limited to:

- Work under the direction of the Site Coordinator.
- Maintain a healthy and safe environment; ensure the facilities, equipment and supplies are maintained in accordance with the Department of Early Education & Care Regulations.
- Maintain yearly educational requirements of Early Education and Care division of the Massachusetts Department of Education

Environment and Working Conditions:

Work is conducted in a Club setting with occasional walking trips to nearby playgrounds. We have two licensed child-care programs in Salem.

Physical and Mental Requirements:

- Ability to maintain a high energy level
- Ability to perform multifaceted projects along with day-to-day activities

Hourly Rate: \$14.25 per hour, more with additional education of experience, 22.5 hours per week.

To apply please send your resume to:

Doug Bollen, Advisor

Boys & Girls Club of Greater Salem

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