



Position: Group Leader

The purpose of program is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates.

General Responsibilities

1. Maintain effective communication with the Site Director/Coordinator and/or school personnel at assigned site.
2. Follow direction of Site Director/ Coordinator or other manager(s) with respect to policies and procedures and adhere to program requirements.
3. Lead, participate in and take responsibility for afterschool program activities at assigned site.
4. Participate in out-of-school time program planning and design.
5. Meet with parents, students and community members; communicate in a respectful and confidential manner.
6. Identify needed supplies and resources and inform Site Director/ Coordinator.
7. Participate in professional development and program-related training activities.
8. Perform all other duties as assigned by supervisor.

Preferred Competences

- Bachelor's degree from an accredited college or university
- Experience working in a school- or community-based out-of-school time organization
- Knowledge of afterschool programs, communities and/or positive youth development
- Bilingual (English and Spanish/Haitian Creole)

Requirements: Must have or complete a cleaned DCF background check and fingerprinting prior to employment. She/he agrees to complete 5 hours' emergent literacy within 10 business days from the date of hire, 40 hours DCF Child Care Certification Course within 90 days from the date of hire, 10 Hours yearly in-service, CPR and First Aid on or before the first year of employment, possesses a Florida Driver License and CDL preferred. Be willing to enroll and pursue certificate of degree in School-Age Child Care Youth Development within two years from the date of hire.

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