
Job Details

Job ID: Group Leader

Application Deadline: Posted until Filled

Starting Date: *pending approved CORI*

Job Description

The Boys & Girls Club of Greater Westfield is seeking qualified applicants for the following opening: Group Leader

JOB SUMMARY: Supervise and interact with members. Organize and implement programming activities. All while doing this with the best interest of the child.

1. Basic knowledge of rules and skills related to social recreation games and activities.
2. Ability to actively oversee a busy environment.
3. Offer alternative activities to meet every child's needs
4. Strong communication skills (primarily oral), patience, and positive caring attitude.
5. Demonstrated skills in working with youth ages 5-12
6. Demonstrated skills in planning, organizing, and conducting group sessions and activities with youth.
7. Exercise authority in problems relating to members; utilize guidance and discipline plan with help from Program Directors
8. Abide by and support the Club mission- to inspire and enable all youth to reach their full potential, as caring, productive, and responsible citizens.
9. Perform other duties as assigned

REPORTS TO: Director of Operations, Licensed Child Care Director & Program Director

Hourly rate will be based on information contained in the application as submitted.

Position Type: 15-20 hr/wk

Equal Opportunity Employer

The Boys & Girls Club of Greater Westfield is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Job Requirements

- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Possess current certificates in and be able to perform CPR/ First Aid (or be willing to be certified upon hire).
- Must be able to sit, stand, walk or run for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.
- Ability to maintain high energy level when necessary
- Citizenship, residency or work VISA in United States required
- Must have a high school diploma or GED.
- Related work experience equal to this position. Minimum of 2 years.
- Able to pass a Background Record Check
- Knowledge of principles related to development of youth between 5 and 12 years of age
- Ability to motivate youth and manage behavior issues
- Complete Necessary trainings on Strong Start & BGCA websites

Contact Information

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