

Common Place After School Youth Program

Job Title: Kindergarten/First Grade Lead Staff
Department: Youth Seasonal

Date: October 7, 2017

FLSA Status: Non-Exempt

Job Class: Part time

Reports to: Youth Coordinator

Duties

1. Share responsibility for day-to-day implementation and operation of K-1st grade program.
2. Plan and conduct physical fitness component of the program.
3. Assist with curriculum to provide hands-on activities and educational experiences following the chosen theme
3. Support educational trips
4. Assist life skills education, recreation, sports activities, community service, enrichment activities.
5. Act as positive role model and help maintain positive environment
6. Support program's goals and agency's mission and procedures.
7. Other duties as assigned by supervisor.

Qualifications

- Possesses a Bachelor's degree or is a mature student at the junior or senior level in education, social work, psychology, or law enforcement or a mature adult
- Has experience in working with youth, especially in a preventative mode
- Demonstrates emotional maturity and sensitivity to cultural and individual differences in participants and their families; has a nonjudgmental view of people
- Able to handle job-related matters in a professional, diplomatic, and confidential manner
- Is able to perform the essential job functions

External and internal applicants, as well as position incumbents who become disabled must be able to perform the essential job specific functions either unaided or with the assistance of a reasonable accommodation to be determined by Common Place on a case-by-case basis.

Must sign authorization for and pass drug screening and background check including passing CANTS and fingerprint clearance.



COMMON PLACE FAMILY LEARNING
CENTER

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