



Position Description: Group Worker

Department: School Age Program
Exemption: Non-Exempt
Reports to: School Age Program Director
Titles Reporting to Job: None

Position Description

Last Reviewed: February 21, 2020
Last Revised: February 21, 2020

Position Summary:

Casa Central's School Age Program (SAP) provides out-of-school enrichment programming for children ages 5-12 and their families. The Group Worker is responsible for planning, organizing and implementing activities in the School Age Program. Group Workers walk and/or ride on Casa Central's busses to pick up children from school; engage in indoor and outdoor play; lead and supervise children on various field trips; plan and implement lesson plans and special activities; and ensure a safe, nurturing, engaging environment for children and their families. Must be available to work full-time in the summer and during days of non-attendance at school.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

Group Worker

1. Plan, organize, and lead group of children in activities that meet funder and licensing/accrediting body requirements and interests of individual children.
2. Develop lesson plans which demonstrate and instruct children in activities including active sports, games, arts and crafts, nutrition, science, drama and others.
3. Provide choices for children and guide them in making positive decisions.

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4. Follow safety measures with children indoors and outdoors, ensuring active supervision of children at all times.
5. Maintain attendance, meal, and other required records.
6. Maintain knowledge in current field by attending seminars, workshops and in-service trainings, completing at least 20 hours of ongoing professional development each year. Attend staff meetings.
7. Assist children with assigned homework.
8. Accompany and supervise children on outings. This includes walking to parks, schools, and on field trips, including in water (pools and lakes) when necessary.
9. Maintain communication and a positive relationship with families, children, and other team members.
10. Work with Program Director and other team members to maintain licensing standards.
11. Support volunteers and interns in engaging appropriately and effectively with children in the classrooms.
12. Pick children up from school (walking or via agency-owned vehicles) and ensure safe transportation back to the center.
13. Help children serve themselves meals (breakfast, lunch and supper on full days; supper only on half days), following safe food handling protocol.
14. Other duties as assigned.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

A minimum of 60 credit hours from an accredited college or university, with fifteen semester hours or equivalent quarter hours in courses related to child development for school age children.

-OR-

One year (1560 clock hours) of experience working directly with school age children, and nine semester hours or equivalent quarter hours from an accredited college or university in psychology, recreation or child development.

Gateways School Age Youth Development (SAYD) credential strongly preferred.

Language Skills:

Bilingual/Bicultural in English and Spanish in both written and verbal formats strongly preferred.

Computer Literacy & Knowledge Skills Abilities:

Basic computer skills required.

Mathematical Skills:

Basic math skills required.

Operating Environment and Working Relationships:

Ability to work within an interdisciplinary team as a cooperative and supportive team member.

Ability to establish relationships with families and stakeholders from diverse backgrounds.

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Decision Making Authority:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to seek support from Program Coordinator and/or Program Director to make decisions beyond the scope of the role.

People Management:

Must exhibit ability to work in a cooperative manner with all agency staff and persons affiliated with the agency. Follow the personnel policies of Casa Central. Train and help provide oversight of volunteers and interns.

Physical Demands:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit, talk, and engage in conversation in-person and via telephone. The employee frequently is required to use hands. Must be able to lift a 50 lb. Child.

Work Environment:

The work environment requires supporting two program components, which include home-based and center-based options. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Will work evenings and weekends, as needed. Local travel required for meetings, trainings, and family advocacy and engagement activities.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: _____

Date: _____