



**After-School Group Leader Position Summary:** After-School Group leaders at Sacred Heart will be responsible for creating a welcoming and inviting environment for all employees and scholars present in the after school program. Group leaders are responsible for implementing daily activities, supervising all participants, and maintaining great redirection protocol with scholars in program. Group leaders will also be expected to take on added work related jobs given to them by the director.

#### **List of Qualifications for After-School Employees**

- Must be at least 18 Years of Age
- Must have at least High School diploma or equivalent value
- At least 2 years experience working with school age children
- Must be available Monday-Friday from 11am-6pm
- Must be able to create and maintain lesson plans/academic activities
- Must be able to effectively communicate to children in a positive goal orientated approach
- Must be able to work as a positive member of a large team
- Must have the ability to communicate effectively with guardians
- Must be able to supervise an support children with in their care daily