



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Kindergarten Prep and Afterschool Care Group Leader

DEPARTMENT: Early Learning Center

REPORTS TO: Senior Director of Child Care & Early Learning

TYPE OF EMPLOYMENT: Full-Time, Hourly

SALARY / BENEFITS: \$17-\$20 per hour, benefits include medical, dental, vision, pension, paid time off, employee child care discount, and pension plan (employee contribution not required).

COMPANY DESCRIPTION:

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged six-weeks to eighteen-years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the youth we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

The Boys & Girls Club of Greater Nashua Early Learning Center is a licensed child care program that provides before school and after school care, as well as full day care during school vacations, for children in kindergarten through 3rd grade.

We are seeking a committed, energetic youth development professional to join our team as a Kindergarten Prep and Afterschool Care Group Leader. This is a year-round position. The Group Leader should be passionate about developing mentor/mentee relationships with youth, as well as developing program activities that aid a child in their social, emotional, cognitive, and physical growth. This position will work in our Kindergarten Prep program with children ages 4-5 from 8:30-2:00pm, and in our school-aged after school program with children in grades K-3 from 2:00-5:30pm (one-hour lunch period included each day). Group Leaders are responsible for creating a welcoming environment for the children in their care, which includes: delivering fun and engaging program activities for all youth in their care, classroom management, and working with fellow youth development professionals to deliver well-coordinated and enriching activities for our youth.

KEY ROLES (Essential Job Responsibilities):

- Develop and foster healthy mentor/mentee relationships with all kids, providing guidance and role modeling positive behaviors
- Plan, implement, supervise, and evaluate all child care activities to include: academic and literacy assistance, healthy living activities, arts and crafts, and more
- Identification of new program activities to benefit the kids we serve
- Become familiar with and adhere to NH State Child Care Licensing Regulations
- Maintain daily attendance logs
- Maintain a professional and positive line of communication with families
- Work to create a safe, engaging, and impactful environment for children to thrive and learn in

REQUIRED:

- Commitment to the organization's mission: to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens
- At least 1 year of experience working with school-age children.
- Strong verbal and oral communication skills.
- Already have, or be committed to completing, 18 hours of child care professional development training (annual requirement)
- Warm, nurturing, and flexible individual who genuinely enjoys working with children and families from diverse backgrounds
- Must pass a background check

SCHEDULE:

- Full time hours: 8:30am – 5:30pm
- Split shift hours also available: 6:30-10:30am and 2:00-6:00pm

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- This position is located at One Positive Place, Nashua, NH. Remote work is not available for this position. Ability to lift 25 lbs.

BENEFITS:

- Club pays 80% of Health, Dental, and Vision insurance. Life Insurance, and both Short and Long-term disability provided at no cost to employee. A percentage of pay also put into pension fund on behalf of employee; employee match is not required.

DISCLAIMER:

- The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. All employees of the Boys & Girls Clubs of Greater Nashua are employees at will.
- The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

For more information about this role, please contact Craig Fitzgerald at cfitzgerald@bgcn.com