



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Group Leader

DEPARTMENT: Early Learning Center

REPORTS TO: Director of Child Care & Early Learning

TYPE OF EMPLOYMENT: Part-Time

COMPANY DESCRIPTION: The Boys & Girls Club of Greater Nashua Early Learning Center is a licensed child care program that provides high-quality child care services for children ages 6-weeks through third grade. The Early Learning Center is part of the Boys & Girls Club of Greater Nashua, our mission is to enable all young people, especially those who need us most, to reach their potential as productive, caring, responsible citizens.

PRIMARY FUNCTION OF THIS ROLE: Responsible for the direction and overall supervision of a group of school-aged children. Lead activities that ensure a safe, engaging, and nurturing environment for young children. Helps children develop positive self-images and experience success.

KEY ROLES (Essential Job Responsibilities):

Classroom Duties:

- Follow daily schedule & remain present and engaged in all other program areas. This may include gym, swim, art, & dance
- Create and implement age-appropriate activities
- Effectively communicate & document behaviors when necessary to the Director of Child Care & Early Learning and parent
- Maintain an open line of communication with families through Brightwheel and face-to-face interaction
- Ensure children are checked in & out of Brightwheel, as well as provide photos of children throughout the day

Administrative Duties:

- Attend staff meetings and one-on-ones with Supervisor
- Assist with carrying out the goals of the department

- Maintains current participation records in my club hub
- Model positive and strong communication & problem-solving skills
- Participate in ongoing training sessions

Safety & Compliance:

- Maintain daily attendance logs. This includes obtaining parent signatures at drop-off and pick-up
- Provide time-stamped updates on Brightwheel including checking in and out and picture updates of activities.
- Sanitize & disinfect classroom and materials as required by childcare licensing
- Maintain the health & safety of each child. This includes following sick policy, name-to-face attendance checks, accident reports, maintaining close supervision, zoning, etc.

REQUIRED:

- Patient, creative, and nurturing individual who has a genuine passion for working with young children
- Strong communication skills
- Committed to staying familiar with NH licensing requirements as they are changed & revised
- Willing to embody 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
- Must have at least 2 years of experience working with children

SCHEDULE:

2:00 pm - 6:00 pm

COMPENSATION:

\$16.00-\$18.00 per hour

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute or planning to relocate before starting work (Required)

For more information about this role, please contact csanchez@bgcn.com