

## Latchkey Assistant Group Leader Job Description

**Purpose:** Provide direction, guidance and supervision for children during Latchkey activities. Provide leadership in planned group activities.

**Responsible to:** Latchkey Director, Latchkey Assistant Director and Latchkey Group Leader

**Classification of Employment:** Non-Exempt (Exempt if Certified)

**Date:** July 2022

### Qualifications:

1. At least 16 years of age.
2. Strong interpersonal skills.
3. The ability to provide supervision and guidance to a group of children or youth under the direction of a group leader.
4. Skill and ability to carry out the program of activities.
5. Ability to foster positive, healthy relationship with children and youth.

### Essential Functions:

1. Knowledge, Skills & Abilities
  - a. Supervise children enrolled in the program.
  - b. Follow daily activity plans as developed by the Latchkey Assistant Director or Director and facilitated by the Latchkey Group Leader.
  - c. Provide supervision, guidance, and discipline in a fair and consistent manner with children.
  - d. Encourage children to complete activities and return materials.
  - e. Communicate with Group Leader, Assistant Director or Director frequently on discipline, injury and concerns.
  - f. Comply with all district policies, rules and regulations.
2. Physical Requirements/Environmental Conditions
  - a. Requires prolonged sitting or standing up to an hour at a time.
  - b. Requires physical exertion to manually move, lift, carry, pull or push heavy objects.
  - c. Requires stooping, kneeling, crawling, bending, turning and reaching.
  - d. Must be able to work in noisy and crowded environments.
  - e. Must be able to work in and around dust, fumes and odors.
  - f. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

1. React to change productively and handle other tasks as assigned.
2. Appropriately operate all equipment related to specific job duties.
3. Adhere to all district health and safety policies.
4. Ensure that all activities conform to Derby Public Schools and Program guidelines.
5. Perform other duties as deemed necessary by the Latchkey Director, Latchkey Assistant Director, Latchkey Group Leader or designee that are consistent with this position.