



Baxter Community Center is searching for qualified individuals to join our Youth Education Team!

Job Summary:

Lead Play Leader is in responsible for the supervision and safety of teen staff and program participants, while planning and implementing disguised learning activities that cater to the academic and social emotional needs of Youth.

Employment Status:

Part Time 25 hours per week, \$18-\$20/Hour
Monday – Friday 1030am – 330pm

Job Functions:

- Build and influence positive relationships with participants, teens and staff
- Plan weekly or daily schedules taking into account children's age groups and interests
- Keep communication current with parents and program coordinator
- Lead recreational and educational activities
- Treat children, parents, and other teachers with respect and dignity
- Recognizes and responds to the individual needs of each child, and treats all children in a manner which is appropriate and helps build children's character an self-esteem
- Keep accurate records on program participants including attendance and meal count
- Perform other duties as assigned by the program coordinator
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Attends staff meetings and any recommended training programs and conferences
- Demonstrates friendliness, dependability and trustworthiness towards others

Essential Competencies Required:

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Results-Oriented Thinking & Behavior

Knowledge's, skills & abilities:

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices and procedures

Job Description: Lead Play Leader - SUMMER



- Skill in conducting interviews to establish the nature and extent of concerns/issues, and provide professional assistance to families or staff and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing.

Minimum Required Education and Experience:

- Must Be 18 years old
- Graduated High School
- At least a semester of College Education (preferred)
- Prior experience working with children and families in Afterschool/Summer program setting

Additional requirements:

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

To be considered for the position, applicants must send cover letter and resume via email.
Applications will be reviewed as they are received.

Send cover letter and resume to:

aarie@baxtercommunitycenter.org