



Job Description: Out of School Site leader

Job Summary:

Out of Site Leader assists in the supervision and safety of program staff and participants, while overseeing the daily programming of year round Out of School programming. Being reliable and able to build good relationships with participants while participating and providing supervision of all program staff, vendors, activities and field tips.

Employment Status: Part Time up to 30 hours per week

Compensation: \$18 - \$20 per hour based on education and experience

Full Time Benefits include but are not limited to:

- Health Insurance
- Two Weeks Sick/Vacation time
- Paid Holidays

PRINCIPAL ACTIVITIES

- Oversight of up to 10 staff and youth workers
- Insure that all staff 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
- Oversee records on program participants including attendance and meal count
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Attend staff meetings and any recommended training programs and conferences
- Assist with implementation of the OOS (out of School) program and activities
- Provides monthly lesson plans to the OSC (Out of school coordinator)
- Provides on-site supervision of the programs
- Assists in recruiting, orientating, and enrolling children/families to the programs
- Confers with parents regarding facility activities, policies, and enrollment procedures
- Confers with staff regarding child's behavioral issues, and recommends methods of modifying inappropriate behavior and encouraging learning experiences
- Insures the safety of all participants by enforcing safety standards and following emergency procedures
- Carries out supervisory responsibilities in accordance with organizational policies
- Assists with annual performance reviews
- Supports organization in recruitment of diverse employees and volunteers
- Plans, assigns, and directs work; addresses complaints and resolves problems
- Performs any other functions necessary for the smooth and efficient operation of Baxter Out of School.

Qualifications



Highschool Diploma, three to five years related experience in OST; or equivalent combination of education, training, and experience. Must be 19 years of age or older. Past supervisory experience preferred. Ability to interact with people of all ethnic backgrounds, ages and lifestyles. Ability and desire to work with children 5-18 years of age. Working knowledge of computers and experience with a variety of software applications.

CERTIFICATES, LICENSES, REGISTRATION

- State of Michigan criminal background clearance (ICHAT)
- Blood Borne Pathogen training
- CPR/First Aid Certification required within the first 60 days

LEADERSHIP COMPETENCIES:

Functional Expertise

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.

Program/Project Management

- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Delivers a high-quality experience to participants, community members and team members.

Developing Self & Others

- Supports participants and team members in achieving their goals.
- Reflects on and learns from successes and mistakes.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Volunteers for challenging tasks or projects in an effort to grow and develop.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Competencies Required:

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