



POSITION DESCRIPTION

JOB TITLE: Group Leaders
PAY TYPE: EXEMPT NON-EXEMPT
STATUS: FULL-TIME PART-TIME
REPORTS TO: SITE DIRECTOR

JOB SUMMARY

Provide support to the Site Director to ensure members are participating in the daily age-appropriate activities safely, feeling welcomed into the group setting, and following the Club's rules and policies.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Run age-appropriate activities daily as discussed and agreed upon with the Site Director.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Interact with members to ensure they feel welcome and a part of the group.
- Encourage members to participate in the activities and programs that have been planned for the day.
- Ensure members act and participate in activities in a safe manner and they are following the Club rules.
- Advise the Site Director when there are concerns about a member's safety or failure to follow Club rules.
- Ensure the program area is safe for members to participate in activities and programs.
- Assist other staff and the Site Director with tasks needed, including tournaments, supervision, hallway duty, rules, and Club policies.
- Attend mandatory training and staff meetings.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- No prior work experience is necessary.
- Club members who have demonstrated leadership within Club programs are preferred.
- Must be at least 15 years of age or older.
- Ability to pass a criminal background screening.
- Ability to participate in behavior management and curriculum development.
- Ability and willingness to mentor and help others learn and succeed.
- Consistently display good verbal and written communication and interpersonal skills in a customer-friendly approach.
- Demonstrated ability to work with young people, parents, and colleagues.
- Ability to consistently remain calm, focused, and professional in a large group and/or high-stress situation caused by conflict, difficult members, or parents.
- Ability to be flexible with base hours as assigned by the assigned by Site Director to ensure coverage of all open hours of operation.
- Ability to be involved in direct member service during the school vacation camp programs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Job requires some physical activities including but not limited to; stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking and hearing.
- Job requires use of general office equipment including phones, copiers and computer equipment.
- Job requires light physical work including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly and sitting for some periods of time.
- Job requires visual acuity including the ability to see at or within arm’s reach.
- Job is subject to inside and outside environmental conditions; moderate noise level.

SIGNATURE

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____ Date: _____