



**KIPS BAY  
BOYS & GIRLS CLUB**

**Job Title:** Group Leader – 1 Position Available – **Immediate Hire**

**Supervisor:** Program Director

**Location:** Kips Bay Boys & Girls Club – **Throggs Neck Site**

**Hours:** Part Time = 15-20 hrs./week {Afternoons and Evenings required}

**General Function:**

Under the supervision of the Program Director, the Group Leader will team up with colleagues and be responsible for assisting members and facilitating activities within the Afterschool Program.

**Essential Functions:**

- Assist in creating lesson plans and activities that will positively influence the learning of members within the Program.
- Conduct educational games and activities within the Program that foster and enable learning.
- Ability to infuse STEM based learning into all activities.
- Create an environment that facilitates and promotes the achievement of youth development on a daily basis.
- Monitor, evaluate, and maintain structure in all educational activities to sustain the overall integrity of the Program.
- Assist in motivating and engaging members in activities on a daily basis.
- Assist in promoting and retaining Program participation.
- Provide guidance and role modeling to members by being a great example and a great listener to members at all times.
- Assist in supervising children and ensure that they are accounted for at all times.
- Enforce Boys & Girls Club Rules throughout the Program and ensure our members are upholding them.
- Perform other duties that may be assigned.

**Qualifications:**

- Some College Preferred.
- Experience with children in grades 1-5.
- Ability to motivate youth and manage behavioral issues.
- Ability to organize and supervise program members and maintain a safe environment.
- Ability to enforce the Afterschool Program rules and policies in a fair manner.
- CPR and First Aid Certified or willingness to be trained.



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**Physical Requirements/Work Environment:**

The 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.

- Frequently required to stand, walk, and sit at any given time.
- Lift and/or move up to 10 pounds.

Eligible candidates should submit their resume and cover letter to [Charlton.Clarke@kipsbay.org](mailto:Charlton.Clarke@kipsbay.org)  
Only candidates selected for interviews will be contacted.