

Out of School Time Group Leader

September 6, 2016

DESCRIPTION:

Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a Group Leader. The mission of OCCDA is "to extend healing and hope in the Oxford Circle community, believing that God's purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels." The Group Leader is responsible for assisting with daily out of school programming during program hours: Monday-Friday from 3:00-6:00pm. Salary is commensurate with experience.

TIME COMMITMENT: Approximately 15-20 hours per week

JOB RESPONSIBILITIES:

- Help maintain a safe, clean and quality program
- Supervise daily activities of children specifically in regards to assigned group
- Establish positive relationships with all staff, program participants and their families
- Be a positive and compassionate role model
- Attend required training, weekly staff meetings and supervision
- Follow instructions and daily schedule provided by 21st CCLC Out of School Coordinator
- Assist children with instruction, activities and other assigned learning activities
- Use positive behavior reinforcement
- Follow discipline and structure for program
- Assist in planning and implementing final program highlighting youth accomplishments

JOB QUALIFICATIONS:

- A commitment to the Oxford Circle community and to the holistic vision of OCCDA.
- The ability to engage students in grades K-8 through creative activities
- Willingness to learn and be flexible
- College degree and minimum of 1 year' experience working with children and youth. An equivalent combination of education and experience will be considered.
- All staff must complete and sign an application and complete the Criminal Record Check and the Pennsylvania Child Abuse Record Check.

HOW TO APPLY:

Qualified candidates are invited to submit their resume via e-mail to:

Subject: Group Leader
program@occcda.org