



## **21<sup>st</sup> Century Community Learning Center: Group Leader for After School Program**

**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 2:30pm-6:00pm with possibility of working during summer camp, 8:30 am to 3:00 pm. **Rate is \$12/hour.**

**TIME COMMITMENT:** Approximately 17.5 hours per week

### **JOB RESPONSIBILITIES**

- Help maintain a safe, clean and quality program environment
- 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 Program Coordinator
- Assist children with homework, 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-5 through creative activities and homework
- Teachable and a willingness to learn and be flexible
- Minimum of 1-year experience working with children and youth preferably in afterschool setting, however an equivalent combination of education and experience will be considered. Former Group leaders, Parents/caregivers of children, school climate staff, Group leaders, substitute teachers or college students in education encouraged to apply
- All staff must complete the FBI fingerprinting, Criminal Record Check, mandated reporter training and the Pennsylvania Child Abuse Record Check.

**HOW TO APPLY:** *Qualified candidates are invited to submit their resume via e-mail to:* [program@occcda.org](mailto:program@occcda.org). (Please include in subject: “**Group Leader position**”)