

Job Title: Group Leader



Name of Agency/Organization: Hyde Park Neighborhood Club (HPNC)

Organization Description: Hyde Park Neighborhood Club was founded in 1909 in response to the needs of local youth. In the century since then, HPNC has grown and evolved. Our mission is to bring people together to strengthen the health, vitality, and sustainability of our diverse local community through programs and partnerships, with a particular focus on child and youth development. We value social and racial justice, environmental stewardship, equity, inclusion, and excellence in program quality.

Job Description: Under the direct supervision of the Director of Programs and in collaboration with the OST Program Manager and other group leaders, the Group Leader is responsible for the safety and well-being, as well as supervision and engagement of school-aged children (ages 5-14 years). The Group Leader will plan and implement engaging enrichment activities, follow the structured program Schedule, and create a safe and nurturing environment with children at the center. The Group Leader will set positive examples and lead with maturity and wisdom to encourage pro-social youth development.

Performance Dimensions and Tasks:

Delivery

- Keep youth physically, socially, and emotionally safe at all times.
- Manage a cohort youth through activities, program transitions, enrichments, and keep pace with master program schedule.
- Facilitate pre-written curriculum
- During free-play, remain highly attentive and aware of group dynamics and safety risks, and assist with conflict resolution while engaging students in play.
- Maintain behavioral expectations of students through established methods and procedures, including positive behavior and guidance techniques.
- Build relationships with parents/guardians by checking in regularly as students are picked up.
- Assist in conflict resolution with children, parents, families, and staff.
- Distribute program information and publications and provide information and parent support.
- Maintain a positive, safe, and productive work environment by ensuring that spaces, materials, and equipment remain neat, clean, and organized.
- Other duties as assigned.

Planning, Reporting & Administration

- Collaborate with other Group Leaders to develop lesson plans, activities, and projects.
- Participate thoughtfully in staff and parent meetings, program trainings and staff development, and complete required online training on or before deadlines.
- Track and input attendance, administer surveys, and track and record other metrics as required.
- Check email daily and respond to company emails within 1-business day of receipt.

Performance Enhancements

Please send resume and cover letter to HPNC at employment@hpncclub.org

- Promote Core Values of social and racial justice, environmental stewardship, equity and inclusion, and a commitment to excellence.
- Dedicate yourself to enhancing each child's physical, intellectual, social, and emotional development.
- Cooperate with the purposes and services of agency programs.
- Sustain physical and mental health that do not interfere with childcare responsibilities.
- Bring creativity, flexibility, understanding and patience.
- Listen attentively and provide emotional availability and responsiveness to children.
- Understand school-age children, including their developmental stages and characteristics.
- Create a warm environment in which children feel comfortable, relaxed, safe, happy and involved in play, recreation and other activities.
- Be sensitive to children's socioeconomic, cultural, ethnic, and religious backgrounds, individual needs, and capabilities.

Job Specifications & Mandatory Requirements

- High School Diploma or equivalent
- Part-time during the school year (2:30pm-6:30pm M-F; 12:00pm-6:30pm Tu) and up to full-time hours in the summer.
- Must successfully pass a background check.

Preferred qualifications:

Individuals must be personable, hardworking, organized, and self-motivated. Knowledge of MS Office preferred. Other skills, talents and interests welcomed, such as art, athletics, music, dance, cheer, cooking, graphic design, video-editing, gardening, math, science, etc. May come from any academic discipline. Bring your whole self! At least 6 college credits in Education, Child Development, Youth Development, Recreation or Early Childhood Education are a plus.

Desired Start Date: ASAP

Hourly Rate: \$17.05-\$21/hr (depending on experience)

Location: Chicago (Hyde Park)

To Apply: Email resume and responses to the following questions to employment@hpnclub.org

1. Can you tell us about any skills or experience you have that might be helpful for this job?
2. What motivates you to do a great job at work, other than the paycheck?
3. Tell us about a time when you found it difficult to work with someone. How did you handle the situation?

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