



Job Description

POSITION	School Age Group Leader
REPORTS TO	Director of School Age Program
LOCATIONS	66 Berkeley Street, Boston, MA 02116
UPDATED	April 2019

Ellis Memorial (“Ellis”) is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high quality early education and care for infants, toddlers and preschool children, and out-of-school time programs for youth in grades K through 7. Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston and is rated in the top 5% of early childhood providers in the Commonwealth. Through a partnership with Boston Public Schools, it also operates one of the highest performing community-based K-1 classrooms in Massachusetts. Ellis operates out of two historic buildings in the South End, in addition to a site in Roxbury. Ellis serves over 300 children annually with programs designed to engage, educate and empower. Learn more about us at www.ellismemorial.org.

School-Age Group Leaders work with children aged 5 – 13 who attend after-school and school vacation programs at Ellis’ South End and Roxbury program sites. Based on need, School Age staff will also be asked to support Ellis Early Education Programs which may include an active role in the early education classrooms or providing administrative support. Ellis early education programs serve children from infancy through age five.

PRIMARY RESPONSIBILITIES

- Under the direction of program leadership, provide age appropriate activities that promote healthy social, physical, academic and emotional development for youth aged 5 – 13 during after-school and vacation time
- Supervise youth on outings and field trips, maintaining a safe environment at all times
- Lead sports, games, exercise and other activities that promote physical fitness
- Supervise and assist with homework, arts and crafts, projects and other activities
- Assist Program Director with administrative duties as required including tracking attendance, drafting progress reports, and scheduling parent meetings and student showcases
- Assist with serving and cleaning up snacks and meals
- ***The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.***

QUALIFICATIONS

- Must be at least 18 years old
- Must have at least one year of experience working with children ages 5 – 13
- Responsible and reliable
- Creative and resourceful
- Sound personal judgment
- Calm, effective communicator
- Certified in CPR and First Aid

Job Type: Full-time

Salary: \$15.00 /hour