

# FRANCISCAN YOUTH CENTER

*Where Youth Go to Grow*



## OPEN POSITION POSTING

<b>Job Title:</b>	<b>Group Leader</b>	Salary Range:	\$12 per hour
Job Code:	12-PRO-WAV-01	Travel Required:	No
Division/Department:	Programs- Waverly	Location:	Waverly Elementary School, Baltimore, MD
Reports to:	Program Coordinator	Hours per week:	16
Type of position:	Part-Time Contractual	FLSA Status:	Non-Exempt
Date posted:	January 3, 2012	Posting Expires:	Open Until Filled

### GENERAL DESCRIPTION

Supports FYC's mission and operations by working with groups of students, under the supervision of the Senior Group Leader and Program Coordinator, in the management and instruction of students to assist in providing a positive and safe learning environment that allows for students' personal, social, and intellectual development.

### DUTIES

- Plan and implement engaging academic and enrichment activities for students.
- Model and teach social skills and character education congruent with FYC core values.
- Maintain accurate and current student participation records and statistical data for grant reporting.
- Communicate with parents and classroom teachers about student progress.
- Provide direct classroom instruction to students.
- Monitor students, classrooms, recreational activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Attend orientations, trainings, workshops and staff meetings as scheduled.
- Model behavior that reflects understanding of conflict resolution principles for students, staff, and parents.
- Set up /clean up daily snack, supper, activity materials and program space in accordance with program requirements.
- Maintain quality service by following organization standards and enhance organization reputation by accepting ownership for accomplishing new and different requests; explore opportunities to add value to job accomplishments.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS & REQUIREMENTS

Associate's degree (or two years of college completed) preferred, high school diploma or GED required, AND two years of related youth development experience; or, an equivalent combination of education and experience. Excellent organizational, interpersonal, oral and written communication skills. Ability to work independently and within a team environment. Proficient skills in the use of personal computers. Ability to prioritize and execute multiple, complicated and continuing assignments. Strong leadership ability. Commitment to high moral character and Franciscan values.

### TO APPLY

Email resume and cover letter as attachments (in .doc or .pdf formats only) to [employment@fycbaltimore.org](mailto:employment@fycbaltimore.org); **no phone calls, please.** Include job code in subject. Resume and cover letters must be submitted by 5 PM on posting closing date. Successful completion of background check required. Franciscan Youth Center, Inc. is a drug-free work environment and an equal opportunity employer.