



Job Posting

Job Title

Red Oak Substitute Group Leader	Date: August 2016
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Department

Red Oak Afterschool and Summer	Email: Jobs@bcnc.net
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Position Summary:

Group Leaders are responsible for supervising children during academic and recreational activities including homework period, snack/lunch, field trips, program events etc. Group Leaders create and implement developmentally appropriate activities and are responsible for tracking behavioral and academic concerns, supervising assistants, maintaining a relationship with parents and teachers, attending staff meetings and trainings, entering data into online databases and complying with all Massachusetts Department of Early Education and Care (EEC) regulations.

Responsibilities:

Group Leaders have additional responsibilities planning a weekly club in his/her area of specialty for Red Oak children twice a week. S/he will plan age appropriate activities to enrich children's exposure and interest in a particular high-needs subject areas, e.g. arts (music, visual arts or theatre arts) and STEM.

Substitute Group Leaders will assume the responsibilities for the Group Leader for the given times that s/he is acting as the Group Leader's replacement. This position is ideal for candidates who may only be available a few days out of the week. Substitutes work on an on-call basis subject to their availability and program needs.

Skills and Experience Required:

Required:

- BA/BS degree or current enrollment in college
- Interest and or experience supporting children's development in the arts (music, visual arts or theatre arts), literacy, and/or STEM fields
- Experience working with school age children
- Positive attitude and professional demeanor

Preferred:

- Interested in education or the childcare field
- Leadership skills
- Special skills or interests (sports, arts, music, drama, etc.)
- Bilingual speaking proficiency in English and Chinese dialect (Mandarin or Cantonese preferred)
- Experience in a multicultural setting
- CPR/First Aid certified

Physical Requirements (examples below)
 Must be able to climb, reach, stand, talk, hear and be capable of repetitive motion; Work Requires close visual acuity
 Position Requires lifting up to 20lbs occasionally and up to 10lbs frequently
 Position is not exposed to adverse environmental conditions



**Boston Chinatown
Neighborhood Center**
波士頓華埠社區中心

About BCNC

Boston Chinatown Neighborhood Center (BCNC) is the largest nonprofit social service provider dedicated to Asian families in the Greater Boston area, supporting over 2,000 children, youth, and adults each year at three locations in Boston and Quincy. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being. BCNC helps families access the resources and services available to them, provides opportunities for them to learn and acquire skills, and creates a community of mutual support and encouragement.

BCNC is an equal opportunity employer. Resumes accepted until position is filled.

Boston Chinatown Neighborhood Center, Inc. (BCNC)

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