



Job Posting

Job Title

Group Leader (Summer)	Date: 3/28/2017
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Department

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

Red Oak is a licensed school-age child care program which provides care for around 100 children in Chinatown and neighboring communities. Red Oak provides after school learning opportunities, including homework help, arts, literacy, and recreation. Red Oak is open after school and full days during school vacations, summer, and Boston Public School professional days. During the summer, Red Oak Group Leaders work directly with children, who are divided into five developmental groups. Each group is co-led by two Group Leaders, and supported by an additional third Group Leader. In addition to teaching and leading their group, Group Leaders develop curriculum, lead enrichment activities, and help facilitate relationships with families and partner organizations.

Responsibilities:

Group Leaders are responsible for:

- Supervising children during lessons, enrichment, meals, field trips, and other program events.
- Creating and implement developmentally appropriate activities
- Tracking behavioral and academic concerns; entering data into online databases;
- Supervising assistants, volunteers, and youth staff
- Maintaining a relationship with parents, teachers, and community partners
- Attending staff meetings and trainings
- Complying with all Massachusetts Department of Early Education and Care (EEC) regulations

Skills and Experience Required:

Required:

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

Preferred:

- Interest in education or the childcare field
- Special skills or interests (sports, arts, music, drama, etc.)
- Bilingual speaking proficiency in English and Chinese (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 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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Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

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