



ALBANY PARK
COMMUNITY CENTER

Position Description

POSITION TITLE: School Age Group Worker
DEPARTMENT: Children's Programs
WORK DAYS: Monday through Friday
FLSA: _____ Exempt Non-Exempt
REPORTS TO: School Age Coordinator
DIVISION: Children & Youth Programs
STATUS: _____ Full Time _____ Part Time
DATE REVISED: March 9th, 2021

POSITION PURPOSE

Develop and maintain a safe and nurturing classroom environment for a group of school age children. Responsible for the planning, development and implementation of age appropriate activities within the Agency's total set of programs, policies and procedures and in accordance with City & State licensing requirements, NAEYC Accreditation, as well as funder requirements.

ESSENTIAL FUNCTIONS AND PRINCIPLE ACCOUNTABILITIES

1. Promotes a welcoming program environment where families are valued and respected by staff.
2. Plans and implements daily activities as reflected in written lesson plans.
3. Ensures safe and clean classroom and outdoor environments:
 - a. Ensures children are released only persons authorized by the parent(s) and each child is signed in and out of the classroom daily.
 - b. Responsible for proper care of classroom equipment and supplies.
 - c. Identifies and prepares an itemized list of needed supplies and materials for the classroom.
 - d. Makes recommendations for improvements and repairs, as needed.
 - e. Maintains a clean and attractive environment daily.
 - f. Shares responsibility for cleaning up after all classroom and outdoor activities
4. Works cooperatively with all group workers and assists with supervising all children when classrooms are combined for activities/events and/or to meet staffing ratios.
5. Participates in supervision of children on off-site field trips, walking trips and outdoor activities as required.
6. Conducts one parent teacher conference for each child in the group.
7. Performs all record keeping (i.e. attendance Child & Adult Care Food Program, etc.) relevant to position.
8. Cooperates and maintains positive relationships with children, parents, co-workers, and community partners.
9. Attends parent meetings, schedules conferences for progress reporting and maintains communication with families on a regular basis.
10. Attend staff meetings and appropriate professional development workshops to obtain a minimum of 20 training hours in accordance with DCFS licensing regulations.

ADDITIONAL RESPONSIBILITIES

1. Develops and coordinates special activities or events from time to time throughout the year.
2. Tend to child's personal hygiene needs including changing diapers/pull-ups and changing soiled/wet clothing.
3. Assist with recruiting children for the program.
4. Willingly assumes other duties and responsibilities as may be required or assigned.

KNOWLEDGE/SKILLS/ABILITIES

1. Ability to use the tools of information technology.
2. Excellent verbal and written communication skills.
3. Ability to work well with school-age children and interact in a positive way.
4. Familiarity with school-age child development stages.
5. Ability to make use of resources to plan a variety of appropriate daily activities.

EDUCATION/TRAINING/EXPERIENCE

Required Qualifications:

- Minimum of 30 semester credit hours with six semester hours of field related college course credit;
Or
- One-year (1560 hours) experience in a recreational program or licensed day care serving school age children, and 6 semester credit hours in field related coursework;
Or
- A high school diploma plus two years (3120 hours) of experience in licensed day care, kindergarten, or recreational program serving school age children; or in a school age program operated by a public or private school.

Preferred:

- Bilingual Spanish
- Experience working or volunteering with young children in a group setting
- Additional coursework, in education or related fields preferred.
- Member in Gateways to Opportunity Registry

PERSONALITY CHARACTERISTICS

1. Ability to relate and interact with children while demonstrating patience and a caring attitude.
2. Sensitive to individual needs, interests and abilities of children and respect for families from different cultures and ethnic backgrounds.
3. Ability to use initiative in conducting activities.
4. Demonstrate positive social values as a role model to the children and families we serve.
5. Ability to relate well to children, families, organizations, and businesses in Albany Park, a community rich in ethnic, linguistic, cultural, educational, and social diversity.

PHYSICAL DEMANDS

1. Must be in good physical health to keep up with children. Long walks and trips to park are part of job.
2. Able to sit at a computer for extended periods.
3. Ability to lift thirty (30) pounds.
4. Ability to move and lift children.
5. Ability to bend, lean and stoop without hindrance; full range of body motion.
6. Must be able to fully participate in as active program both indoors and outdoors.
7. Must be able to provide supervision and instruction in planned recreational and physical development activities.
8. Exhibits physical and mental health that does not interfere with job responsibilities.

*The physical movements or activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

May oversee volunteers, and/or youth workers.

Albany Park Community Center is an Equal Opportunity Employer

Note: This description is based on management’s assessment of the requirements and functions of this job as of the date this description was prepared. It is a general guideline for managers and associates, but it does not purport to be an exhaustive list of all the elements of the job. Management reserves the right on a temporary or indefinite basis to meet contractual needs through the assignment or reassignment of job duties or any other appropriate means.