

**eliminating racism
empowering women**



Central Massachusetts

Position: Group Leader
Accountability: School Age Site Coordinator
Hours of Work: 17.5
Location: Worcester
CORI Required: Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Assist in managing the ongoing programming in assigned program in a professional and confidential manner and in a way which incorporates the developmental/culturally sensitive philosophy of the program to ensure the highest quality of care, as well as compliance with Department of Early Education and Care requirements, QRIS and health and safety regulations.

Responsibilities:

- Develop, implement and maintain an environment which includes a balance of social, recreational and structured activities and where children can learn to grow, interact comfortably with adults, and participate in individual and group activities.
- Supervise/interact with children in play and structured activities. Build strong relationships with children.
- Use the Survey of Afterschool Youth Outcomes (SAYO) assessment tool to monitor student progress at both the beginning and end of the year.
- Maintain a safe and clean environment for children performing light housekeeping duties as needed.
- Communicate with parents using Strengthening Family Guidelines on a daily basis regarding progress of their child; participate in parent activities as appropriate, and work with School Age Site Coordinator and School Age Program Coordinator in working with families who are in need of intervention.
- Maintain classroom records as per licensing requirements.
- Attend monthly scheduled staff meetings; maintain Health and Safety and CPR certification; complete training each year as required by DEEC.
- Perform other duties as requested.

Qualifications:

- Degree in Elementary Education or equivalent related experience preferred
 - Minimum 3 months work experience with High School diploma OR GED with 9 months work experience plus completion of Child Growth and Development course required
 - Ability to relate with coworkers and parents in a cooperative and positive manner
 - Willingness to take courses for QRIS
 - Maintain EEC Professional Qualifications (PQ) Registry
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How to apply:

If you are interested in applying for the above position please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.