

Group Leader Job Description

Job Title: Group Leader

FSLA Classification: Non-Exempt

Department: Mulvane Recreation Center

Supervisor: Youth Program Director

Working Conditions/Physical Demands:

Ability to stand for extended periods of time. Effective communication. Must be able to document accurately.

Ability to move about with reasonable accommodation, reach, turn, twist, touch, bend, kneel, push, pull, etc.

Ability to lift up to 50 pounds and move objects short distances.

Manual handiness and coordination may be required to operate such as but not limited to art tools, sports equipment, program equipment, and standard office equipment.

Education/Certification/Experience:

- Must be at least 18 years of age or older and high school graduate or GED
- Must be able to pass Criminal Background Check according to KDHE Child Care Laws
- Must be willing to complete at least 16 hours of professional development each year (more as determined by Youth Program Director for position)

Knowledge and Skills:

- Leadership skills.
- Education and practical training in sports, games, crafts, science, outdoor recreation and other academic areas.
- Understanding of age-appropriate activities and ability to implement a program of activities.
- First-Aid/CPR certified
- Knowledge of licensing regulations for school-age programs.

Job Duties:

- While working and program is operational supervise all children assigned to employee.
- Supervise and direct Assistant Group Leader, including ensuring assistant group leaders follow and implement planned activities, interact with participants appropriately, and follow MRC policies and procedures, and Cat Pack/Trax regulations.
- Research, create, plan, and implement classroom activities that meet participants' age-appropriate needs that include but are not limited to physical, creative, educational type activities like arts/crafts, games, STEM activities, and homework assistance.
- Ensure children obey all MRC Cat Pack/Trax rules.
- Responsible for the discipline of children assigned to employee's group, following the Cat Pack/Trax disciplinary guidelines outlined in MRC's policies and procedures.
- Report any concerns to the Youth Program Director as soon as possible.
- Ensure the safety of all participants at all times.
- Conduct yourself with integrity, professionalism, and ethics, upholding MRC standards.
- Must wear appropriate MRC attire to your assigned shift; provided shirt.
- Compliance with MRC Time & Attendance system is required.
- Employees must clock in/out correctly to ensure accurate recording of time and attendance.
- Utilize First Aid, CPR, AED machine as needed.
- Mobile phone may be used to clock in/out, otherwise, no cell phones while working your shift. Specific permission to use mobile phone will be granted by the Youth Program Director.
- Ensure rooms are clean, trash is disposed of, surfaces are disinfected, restrooms are clean and picked up, and supplies are stored in an orderly fashion daily. Follow assigned chore chart.
- Ensure areas are cleaned before and following snack.

- Demonstrate good decision-making skills to ensure program policies, Kansas statutes and safety of all children are met.
- Serve as example employee for assistant group leaders.
- Represent MRC in a positive manner at all times.
- Assist with all other duties assigned by the Youth Program Director.
- Directly reports to Youth Program Director

I understand the contents of this job description are presented as a matter of information only and as guidance as to the Mulvane Recreation Commission's expectation for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, MRC reserves the right to interpret, amend, modify, cancel or withdraw any or all sections of provisions of this job description at any time with or without notice.

I understand that employment with MRC is "at will", meaning that employment is for no definite period of time and may be terminated by me or MRC at any time for any reason.

Employee Signature

Date

Supervisor Signature

Date