



Position: Lead Play Leader

Baxter Community Center is searching for qualified teachers to join our Youth education team!

Job Summary

Lead Play Leader is in charge of the supervision and safety of program participants, while planning and implementing disguised learning activities for children. Being reliable and able to build good relationships with participants while overseeing and supervising Teen Play Leaders.

Employment Status Part Time 25 hours per week, \$15-17/Hour

Job Functions

- Plan weekly or daily schedules taking into account children's age groups and interests
- Prepare list of supplies for activities
- Keep communication current with parents and program coordinator
- Keep area neat and sanitized to licensing regulation standards
- Lead recreational and educational activities
- Treat children, parents, and other teachers with respect and dignity
- Recognizes and responds to the individual needs of each child, and treats all children in a manner which is appropriate and helps build children's character and self-esteem
- Keep accurate records on program participants including attendance and meal count
- Perform other duties as assigned by the program coordinator
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Attends staff meetings and any recommended training programs and conferences
- Demonstrates friendliness, dependability and trustworthiness towards others

Essential Competencies Required

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Results-Oriented Thinking & Behavior

Knowledge, Skills & Abilities

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, and provide professional assistance to families or staff and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing.

Minimum Required Education and Experience

- College Education
- Prior experience working with children and families

Additional Requirements

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

***To apply, send resume and cover letter to
aarie@baxtercommunitycenter.org.***