



JOB DESCRIPTION

Department: After School (West Springfield School District)
Title: Activity Leader
FLSA Status: Non-Exempt
Reports to: Site Coordinator

Purpose: The Activity Leader is responsible for the planning and implementation of one or more activities in the 21st CCLC after school programs ranging from enrichment activities to homework center and tutoring. Activities are designed to provide students with opportunities for autonomy, responsibility & leadership (rather than an activity that is always teacher centered)

Essential Functions:

- Establish and maintain communication with Site Coordinator regarding issues that arise during their learning sessions/enrichment activities or homework support centers.
- Attend mandatory staff trainings and meetings
- When youth behavior is inappropriate, will utilize simple reminders to redirect behavior
- Will exhibit appropriate, professional conduct around youth
- Respond to the individual needs, interests and abilities of the students
- Closely supervises youth and activities
- Has awareness of and meets desired grant outcomes
- Activity will focus on at least two of the four required grant outcomes. Academic Outcomes (i.e., Verbal & Written Communication Social-Emotional Outcomes: Positive Peer to Peer & Youth to Adult interactions
- Familiarize with the program quality criteria outlined in the A.P.T. in regards to quality enrichment activities and/or homework support centers.
- Respond to the individual needs, interests and abilities of the students in enrichments or homework support centers.
- Maintain attendance records for reporting requirements
- Interact with students in a warm and respectful manner.
- Adhere to school policy regarding physical restraint
- **For academic enhancement enrichment:** There is observable evidence that activity is part of an ongoing project, theme, or curricular unit.
- Ensure enrichments being taught is cognitively challenging stimulates students thinking
- Create activities which are open-ended, require that youth use creativity and draw upon own ideas to participate
- **For a physical activity such as sports:** activity promotes the social-emotional outcomes of positive peer-to-peer and positive adult-to-youth interactions

Other Duties and Responsibilities:

- Complete CES activity planning templates before sessions begin
- Attend and/or participate in all relevant CES after school trainings and planning meetings.

Qualifications:

- Will be professional, enthusiastic, and/or upbeat with all learners
- Bachelor's Degree in Social Work, Education, Human Services, Health Education or related field preferred
- Expertise in the activity they are lead; knowledge of the developmental needs of the students population they will be working with.
- Strong group facilitation skills
- Experience working with youth
- Excellent oral and written communication skills
- Must be able to work independently in a fast paced environment

Physical Demands:

- Ability to multi-task and respond to demanding job duties with a positive mindset, as well as periods of sitting or standing.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Requires the ability to effectively handle job stress in the performance of duties.

Work Conditions:

- Work in a school setting which is indoors and/or outdoors

Terms of Employment:

- Flexible schedule
- School-based schedule, possible summer programming
- Programming occurs during the hours of 2pm till 4pm; however, it may be offered later than 4pm to accommodate students and staffing schedules