



CITY OF WYOMING PARKS AND RECREATION DEPARTMENT

T.E.A.M. 21 GROUP LEADER

Job Description

TITLE

Group Leader

DEFINITION

The Group Leader is employed by the City of Wyoming to plan and implement youth and family activities as part of the TEAM 21 after-school and summer programs.

QUALIFICATIONS (Preferred)

- Background in Recreation, Education or related field
- One or more years experience or desire to work with youth, K-9th grade, in a structured program setting

RESPONSIBILITIES

- Plans and implements youth activities, including:
 - Physical Fitness
 - Art
 - Music
 - Character Education
 - Academics
 - Nutrition
 - Gardening
 - Math
 - Language Arts
 - Other Enrichment Activities
- Supervises youth during program hours
- Completes paperwork as required
- Provides homework help and academic assistance
- Serves as a mentor and role model
- Maintains communication with members of the school staff about student needs and aspects of the after school and summer program
- Participates in self reflection and other professional development opportunities
- Contacts parents/guardians of students through telephone and written communication
- Works closely with public school support staff and administrators
- Meets regularly with School and City administrators
- Markets and promotes after school and summer program to students, families, and community members
- Cooperates with appropriate authorities to ensure compliance with Child Day Care Licensing rules and regulations
- Manages student behavior and discipline
- Performs other duties as assigned

REPORTS TO

- Site Coordinator

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works in an office setting some of the time, but travels to other locations regularly to work in diverse settings including outdoor weather conditions. The noise level in the work environment is usually quiet in the office and can range to moderate or loud while at program sites.

SPECIAL REQUIREMENTS

- Bi-Lingual (Spanish) helpful

LENGTH OF EMPLOYMENT – SCHOOL YEAR, AUGUST-MAY (Temporary)

- Up to 34 weeks per year
- 17 hours per week
- Monday – Thursday, with occasional Friday and weekend responsibilities
- Specific hours are site dependent, between 2:30pm – 6:45pm
- Some morning and evening meetings

LENGTH OF EMPLOYMENT – SUMMER, JUNE-AUGUST (Temporary)

- 7 weeks
- 33 hours per week
- Monday – Thursday, with occasional Friday and weekend responsibilities
- Specific hours are site dependant, between 7:30am-4:30pm

RATE OF PAY

- \$8.50 - \$10.50 per hour depending on experience and qualifications

HOW TO APPLY

Apply online: <http://www.wyomingmi.gov>

Click on “Employment Opportunities” in the “City of Wyoming Highlights” section of the homepage.

ADDITIONAL INFORMATION

City of Wyoming Parks and Recreation Department
1155 28th Street SW
Wyoming, MI 49509
616-530-3164
Team21@wyomingmi.gov

The City of Wyoming is an Equal Opportunity Employer.