



## Job Description

**Job Title:** Group Leader  
**Location:** New York, NY or Bronx, NY  
**FLSA Status:** Part Time, Non-Exempt  
**Classification:** Administrative Support Worker  
**Department:** Alianza  
**Reports to:** Program Director & Program Supervisor  
**Supervisory Responsibilities:** Yes  No

**Summary:** The Group Leader is responsible for helping participants complete homework and provide academic support and guidance.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Arrive on time, ready to work, and report to the Program Director or Program Supervisor.
- Track daily attendance and call participants' guardian when absent.
- Collect report cards and track participants' academic progress.
- Complete monthly progress forms and submit in a timely manner.
- Notify Program Director of changes in participants' behavior.
- Provide academic support and guidance, including homework help.
- Provide supplementary assignments and activities to participants.
- Attend weekly meetings with the Program Director or Program Supervisor.
- Attend monthly parent meetings and Agency/Program special events.
- Participate in program recruitment efforts.
- Ensure the cleanliness and presentation of all program spaces.

### Position Type and Expected Hours of Work:

This is a part-time position. Work hours are generally 4 hours per day, 3:00 PM to 7:00 PM or 4:00 PM – 8:00 PM, Monday-Friday. In person position unless city mandate for virtual work.

### Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability and patience to work with children and young people, particularly in group settings.

- Remain in a stationary position either working at a computer or monitoring activities.
- Move for long periods, providing instruction and guidance.
- Travel when taking field trips/escorting youth, using public transportation, traverse city streets, ascend/descend stairs, and be exposed to outside weather conditions.

## **Qualifications**

### **Education and/or experience required:**

- HS Diploma or Equivalency; working towards or possessing AA or BA degree a plus.
- At least one (1) year experience working in childcare program.
- Must be at least 18 years old.
- Submit to background checks in compliance with DOE, DYCD, DOH and SACC regulations.

### **Skills, Licenses, and/or competencies *required*:**

- Excellent interpersonal and communication skills.

*Catholic Charities and Catholic Charities Community Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.*