

JOB DESCRIPTION

TITLE: Clipper Care Program Leader
REPORTS TO: Clipper Care Site Supervisor and Clipper Care Director

JOB SUMMARY: Under the supervision of the Clipper Care Director and Site Supervisors, Program Leaders are responsible for planning a variety of Clipper Care activities, arts & crafts, social interactions and fun. Position may report to an assigned school location that includes one or more of the following sites: Rowe School, the Yarmouth Elementary School, and the Harrison Middle School during the school year.

JOB FUNCTION:

1. PROGRAM RESPONSIBILITY:

- Plan and supervise the program curriculum in accordance with the policies and philosophy of YCS with concern for program participants' age, interests, disabilities, special talents and cultural diversity.
- Leadership of daily activities, including but not limited to gym and arts/craft activities.
- Plan and implement special activities.
- Supervision of the program's participants.
- Act as a positive role model for program youth, program volunteers and staff.
- Maintain proper behavior of children at all times with adherence to YCS' Behavior Expectation Policy.
- Attend any mandatory training sessions as required.

2. FACILITY/HOUSEKEEPING RESPONSIBILITIES:

- Maintain the highest level of cleanliness by cleaning and/or inspecting areas pertaining to the program.
- Maintain and inventory program equipment as needed.

3. DESIRABLE TRAINING AND EXPERIENCE:

- Knowledge of safety and basic first aid.
- Skills in organizing time, groups, and activities.
- Ability to work effectively with students and adults.
- Ability to communicate both orally and in writing.