

## TEAM 21 GROUP LEADER

GENERAL STATEMENT OF DUTIES: The TEAM 21 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.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Recreation Programmer II- TEAM 21 Program Director and the direct supervision of the TEAM 21 Site Coordinator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plan and implement youth activities, including: Academics, Physical Fitness, Art, Character Education and other enrichment activities
2. Supervise students during program hours, maintaining a safe and engaging environment; ensure that check-out procedures are followed for parent/guardian pick-up, bussing and/or walking
3. Provide homework help and academic assistance, including identifying challenges and working to effectively meet individual student academic needs
4. Serve as a mentor and role model for students, both in the program and in the general school population
5. Manage student behavior, including discipline and redirection of students
6. Maintain communication with members of the school staff about student needs and aspects of the after school and summer program
7. Participate in self-reflection and other professional development opportunities
8. Contact parents/guardians of students through in-person, phone and written communication
9. Work closely with public school support staff and administrators to effectively meet program and student needs and proactively develop solutions
10. Maintain clean and tidy program spaces, ensuring materials are stored appropriately and teacher classrooms and other spaces used by school staff are cleaned up and treated in a respectful manner by students
11. Assist in ensuring compliance with licensing rules and regulations for child care centers
12. Complete necessary reporting of suspected child abuse/neglect in accordance with role as a Mandated Reporter
13. Prepare accurate and timely correspondence, records and reports

14. Provide high quality customer service and courteously respond to routine and non-routine inquiries, including referring to a supervisor as necessary
15. Perform other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Background in education, social work, recreation, or related human services field
- B. One or more years' experience or desire to work with youth, K-9<sup>th</sup> grade, in a structured program setting
- C. Must possess a High School diploma and be at least 18 years of age
- D. Able to communicate effectively verbally and in writing
- E. Able to establish excellent working relationships and use good judgment in interacting with others
- F. Able to work effectively within a school setting and adapt to last minute changes
- G. Bilingual (Spanish) helpful

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. 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 is frequently 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 be physically active, including bending, stooping, sitting, standing and/or walking. The employee is frequently required to be mobile in an office or school setting and outdoors, including occasionally traversing uneven terrain. The employee is frequently required to use manual dexterity to type or enter data and write. The employee may occasionally be required to lift and transport equipment and supplies of light to moderate weight.

The employee works primarily at a program site, typically a school, and may work occasionally in an office setting. The employee may be required to travel to varied locations in inclement weather conditions. The noise level in the work environment can range from moderate to loud while at program sites, with quiet in an office setting.

SCHEDULE/HOURS:

**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 2:00pm – 6:45pm

**Summer – June-August (Temporary)**

- 7 weeks, as scheduled between June and August (calendar varies depending on school site)
- 27 hours per week
- Monday – Thursday, with occasional Friday and weekend responsibilities
- Specific hours are site-dependent, scheduled between 7:00am-4:30pm

HOW TO APPLY:

Apply online: <https://www.wyomingmi.gov/jobs>

ADDITIONAL INFORMATION:

City of Wyoming Parks and Recreation Department

1155 28<sup>th</sup> Street SW

Wyoming, MI 49509

616-530-3164

[www.wyomingmi.gov/team21](http://www.wyomingmi.gov/team21)

[team21@wyomingmi.gov](mailto:team21@wyomingmi.gov)