



Job Title: Elementary / Middle School Club

Leader

Reports to: Site Coordinator

Direct Reports: None

Status: Part-time; Non-Exempt

Hourly Range: \$15.00 - \$19.50

Schedule: 15 - 30 hours/week, 1:00 PM – 6:00 PM (varies per location)

Position Information:

In response to COVID-19, and in partnership with school districts who are operating under direction of LA County Public Health guidelines, Woodcraft Rangers will provide childcare for children on school campuses or in neighborhood locations. The Club Leaders are responsible for ensuring a positive learning environment for students in-person while adhering to CDC, and local health department guidelines. Club leaders will support clubs in ratios of no more than 20:1. Club leaders are responsible for a positive learning environment, academic support and providing enrichment and a health and wellness activities. Other members of the team include a Site Coordinator, who oversees the program.

Overall Responsibilities:

- Ensure students are in a safe environment (physical and emotional) at all times, including but not limited to adhering to social distancing guidelines, wearing proper PPE, submitting to daily wellness screening and keeping a clean work space.
- Plan and implement engaging and enriching activities for club participants.
- Recruit and maintain club participants (20:1 student to staff ratio)
- Develop positive relationships with youth in their program, parents, and school staff.
- Develop and implement program activities according to program goals and monthly themes.
- Maintain and submit student attendance daily.
- Submit lesson plans of program activities for each session in advance.
- Develop and implement “end of session “performances or displays. WR activity catalog that support the social and emotional growth of students.
- Maintain and submit student attendance daily.
- Participate in staff development trainings as required, approximately 20 hours / year.
- Pod Leaders are accountable to the Site Coordinator and Program Manager for assigned duties. Pod Leaders also work collaboratively with the Safety Coordinator to ensure compliance with CDC protocols and effective parent communication.
- Other related duties as assigned.



Requirements:

- Commitment to follow state and county social distancing and hygiene guidelines to ensure limited exposure and risk to club participants
- AA Degree in Child Development or a related field is preferred or minimum of one year of experience as a youth group leader working with children and 6 units in child development.
- Work well with young children and/or youth.
- Good oral and written communication.
- Computer literacy and willingness to learn.
- Valid LIVE Scan, TB Clearance and CPR Certification
- If selected for employment, candidates are required to show proof of being fully vaccinated two weeks after receiving the final dose against COVID-19 before their start date

Special Skills:

Ideally, we are looking for someone who is detail oriented, energetic, ambitious, proactive, and positive, with the ability to work both independently and collaboratively. Multi-tasking and attention to detail must be strengths this individual possesses.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel and use a computer. The employees are frequently required to talk, hear and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF THE DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.



**WOODCRAFT
RANGERS**

Print Name (Employee)

Signature (Employee)

Date