



4400 N. Marshall Street, Philadelphia, PA 19140 Phone: 215.329.5777 Fax: 215.329.1310

Position Description

Position: Before Care Group Leader

Position Summary: The Before Care Group Leader is responsible for planning activities and caring for the children in the program between the hours of 6:15 a.m. to 8:15 a.m. Monday through Friday

Position Description:

1. Arrive promptly at 6:15 a.m. to set up and welcome children when they arrive.
2. Keep accurate attendance records of students.
3. Keep emergency contact forms for each child on file and readily available.
4. Plan and implement daily program activities.
5. Sustain communication with the child's parents regarding incidents that occur while child is in the program.
6. Sustain communication with the Site Director and Program Manager regarding any incidents that may occur while children are in the program.
7. Walk children from the before care program to Cayuga Elementary School and Hunting Park Christian Academy and assure there is a qualified leader in the courtyard for supervision before leaving the children.

Job Requirements:

- Experience working with children in a variety of settings preferred.
- Must work well with others and be committed to resolving conflicts.
- Knowledge of the issues facing the Hunting Park neighborhoods of Philadelphia is desired.

Report to: Site Director and Executive Director