



Eliot Community Service Department

1333 State Road - Eliot, Maine 03903

Heather Muzeroll-Roy, Director
Amanda Paradis-Saucier, KidsPLAY Director
Lindsay Jardine, KidsPLAY and ECSD Program Coordinator

Job Description

- Job Title:** Before and After School Group Leader- Kids PLAY
Department: Community Service
Reports To: Kids PLAY On-Site Director > KidsPLAY Director
- Qualifications:** Applicants must be at least 18 years old
- Requirements:** Flexible hours, to include morning, daytime, evening. First Aid and CPR certification (*May be provided by the Community Service Department if needed*).
- General Description:** Group leaders are responsible for assisting with the organization, implementation, and supervision of daily activities arranged for the Kids PLAY Before and After School Program. Must have an understanding of age-appropriate behavior and the ability to set limits to maintain safety. This employee needs to be flexible, and enjoy working in a busy environment. *This is a non-union position, with limited benefits.*
- Duties:** *To Include, but not limited to:*
- Assists with daily plans, organizes, schedules, and prepares all activities under the direction of the On-Site Director.
 - Able to communicate effectively to parents *if needed*.
 - Able to coordinate and carry out activities as assigned by the On-Site Director.
 - Promote and adhere to department and local government policies and guidelines.
 - Other duties may be assigned by direct supervisor when necessary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approval

Date