Position: Assistant Group Supervisor
Reports To: Group Supervisor
Status: Part-time, 17.5 hrs wk; Non-Exempt
Hours: Monday-Friday; 2:30-6:00 PM
Posted: September 12, 2014
Closing: October 15, 2014

United Communities Southeast Philadelphia is a nonprofit, multi-purpose settlement house with a long and rich tradition of service to children, adults and families residing in Southeast Philadelphia. Our mission is to work in partnership with our various communities for social and economic justice, and to foster harmony for building self-sustaining communities.

SUMMARY:

The Assistant Group Supervisor is responsible for supporting the Group Supervisor in ensuring the smooth operation of the Out-of-School Time program. The major areas of responsibility include assisting with supervising youth, supporting Group Supervisor with implementing daily lesson plans, and helping with classroom set up/clean up.

Knowledge, Skills & Experience – Essential:

- High School Diploma or GED equivalent (some college preferred)
- Flexible, self-starter able to multi-task while also being highly detail-oriented; requiring minimal direct supervision
- Must be able to work half-day and whole day program when needed
- Must be able to work 40 hours/week during the summer
- Current PA State Criminal Clearance, DPW Child Abuse History Clearance, FBI Fingerprint, Health Appraisal w/ Mantoux TB Test
- Proficiency in Microsoft Office Applications (Outlook, Word, Excel, PowerPoint)
- Minimum 2 years working with children in a daycare/educational environment
- Experience in implementing enrichment programs with youth (arts, music, cultural, science, language, etc.)
- Excellent communication/organization skills
- Enjoy working with children
- Ability to work with diverse population
- Ability to effectively discipline when necessary
- Ability to communicate with parents and build rapport
- Experience in intervention/conflict resolution

Interested candidates should send cover letter and resume to: jobs@ucsep.org or fax to 215.468.5573, ATTN: Human Resources. Visit our website at www.ucsep.org

United Communities is an Equal Opportunity Employer. United Communities, in its name and its mission statement, affirms its celebration of diversity. It welcomes the employment of a diverse staff and provides equal employment opportunities to all persons qualified by reason of education, training, experience and/or personal character, regardless of age, race, religion, gender, sexual orientation, non-job related disability or military/veteran status. All employees or applicants are treated equitably with regard to hiring, promoting, demoting, transfers, layoffs, terminations, recommendations, benefits, rates of pay or other forms of compensation.