



Name of Agency/Organization: Hyde Park Neighborhood Club (HPNC)

Organization Description: HPNC, a community-based nonprofit organization and 110-year-old neighborhood institution, provides high-quality childcare, academic support, and enriching activities for infants to teens of diverse background so they learn, grow, and thrive. HPNC is a collaborative, well-respected, sustainable organization that is the premier provider and hub for top-notch, accessible youth programming on Chicago's South Side. We value inclusion, excellence, and community, and we are committed to keeping our doors open to children and youth who need us, regardless of family income.

Job Title: Learning Hub Group Leader

Job Description: Under the direct supervision of the Program Director and in collaboration with other Group Leaders, the Learning Hub Group Leader is responsible for the safety and well-being, as well as supervision and engagement of school-aged children (ages 5-14 years). The Learning Hub Group Leader will plan and implement engaging enrichment activities, assist with virtual schoolwork, and create a safe and nurturing environment with children at the center. The Learning Hub Group Leader will set positive examples and lead with maturity and wisdom to encourage pro-social youth development.

The Learning Hub Group Leader requires in-depth familiarity with virtual platforms and technology, including Google Classrooms, GoogleSuite, and ClassDojo. It is also a highly physically active role, with outdoor play, walks around park and neighborhood, recreational activities in the gym, and lifting of heavy objects.

The Learning Hub Group Leader will be expected to work on CPS holidays and seasonal breaks. This position will be active as long as CPS is closed due to COVID, with the possibility of extension to After School Group Leader and/or Summer Camp Group Leader as the COVID situation changes.

Availability: Full- or part-time, weekdays from 8am-5pm on one of the following schedules: [Mon-Fri], [Mon/Tue], [Wed/Thu/Fri].

Performance Dimensions and Tasks:

1. Delivery

- Keep children physically, socially, and emotionally safe at all times.
- Execute and reinforce strict COVID safety protocols.
- Lead, supervise and assist groups of school-age children through remote learning schoolwork, enrichment activities, and free-play.
- Keep track of student remote learning assignments, schedules, and login credentials.
- Develop and facilitate enrichment activities and provide assistance with homework and projects to groups of children of varying abilities.

Please send resume and cover letter to HPNC at employment@hpncclub.org

- During free-play, remain highly attentive and aware of group dynamics and safety risks, and assist with conflict resolution while engaging students in play.
- Maintain behavioral expectations of students through established methods and procedures, including positive discipline and guidance techniques.
- Build relationships with parents/guardians and keeping them updated on student progress/activities using Classroom Dojo.
- Assist in conflict resolution with children, parents, families, and staff.
- Distribute program information and publications and provide information and parent support.
- Maintain a positive, safe, and productive work environment by ensuring that spaces, materials, and equipment remain neat, clean, and organized.
- Other duties as assigned.

2. **Planning, Reporting & Administration**

- Collaborate with other Learning Hub Group Leaders to develop enrichment activities and projects.
- Participate thoughtfully in staff and parent meetings, program trainings and staff development, and complete required online trainings on or before deadlines.
- Track and input attendance, administer surveys, and track and record other metrics as required.
- Check email daily and respond to company emails within 1-business day of receipt.

3. **Performance Enhancements**

- Promote Core Values of Inclusion, Excellence and Community.
- Dedicate yourself to enhancing each child's physical, intellectual, emotional and social development.
- Cooperate with the purposes and services of agency programs.
- Sustain physical and mental health that do not interfere with childcare responsibilities.
- Bring creativity, flexibility, understanding and patience.
- Listen attentively and provide emotional availability and responsiveness to children.
- Understand school-age children, including their developmental stages and characteristics.
- Create a warm environment in which children feel comfortable, relaxed, safe, happy and involved in play, recreation and other activities.
- Be sensitive to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.

Job Specifications & Mandatory Requirements

- *Learning Hub Group Leader* minimum requirements: 21 college credits in Education, Child Development, Youth Development, Recreation or Early Childhood Education.
- At least 19 years of age.
- Able and willing to lift 25 lbs., to walk distances, to lead active physical recreation activities, and to spend significant amount of time outdoors in all weather conditions.
- Proficiency with digital platforms and technology.
- Must successfully pass a finger-printed background check.

Preferred qualifications: Individuals must be personable, hardworking, organized, and self-motivated. Must stay off phones, except for job-related duties, during work shift. Knowledge of Google Classrooms, ClassDojo, and GoogleSuite preferred. Other skills, talents and interests welcomed, such as peace circle facilitation, art, athletics, music, dance, cheer, cooking, graphic design, video-editing, gardening, math, science etc. May come from any academic discipline. Bring your whole-self!

Please send resume and cover letter to HPNC at employment@hpnclub.org

Desired Start Date: Early September 2020

Hourly Rate: \$15-18/hr (depending on experience)

Location: Chicago (Hyde Park)

To Apply: Email resume and cover letter to employment@hpnclub.org with subject line: Group Leader - [First Initial and Last Name]. Interviews will be scheduled during the last two weeks of August.

Please send resume and cover letter to HPNC at employment@hpnclub.org