



**Part Time Group Worker, After School at Rowe Elementary School
Position Description
2016**

Position Overview

Under the general supervision of the Site Director, the Group Worker position will provide an after school educational plan and instruction to a group 20-25 students. Specific Days: Monday, Tuesday, Thursday & Friday 3:00 pm – 6:00 pm, Wednesday 1:00 pm – 5:30 pm; on most non-school days group will meet 8:30 am – 5:00 pm.

Key duties and responsibilities include

- Delivery of innovative and fun lesson plans that are age appropriate and complement Rowe Elementary School's day class room curriculum focusing on concepts of : academics, recreation and healthy lifestyles
- Create and maintain a safe environment which promotes safety, trust, respect and security for children, parents and staff
- Delivery of positive child development practices regarding guidance and discipline using core values of: pride, success and honor
- Complete and maintain required sign in/out records, reports, program assessment and documentation as assigned
- Delivery of scheduled program activities, both in and out of the classroom, special events and field trips
- Supervise, monitor and coach assisting adults and adult/teen volunteers
- Attend and actively participate in scheduled staff meetings and events

Minimum Required Education/Skills/Experience

- At least 21 years old, meet all State of Illinois licensing Standards
- Must have at least 30 semester hours of credit with 6 semester hours related to school age child care or 1560 clock hours in licensed day care center or High School Diploma/GED Certificate plus 3120 clock hours experience in school age child care or related fields in a licensed day care center
- Knowledge of Word, PowerPoint, Excel
- Spanish fluency preferred, but not required
- Excellent punctuality and attendance skills
- Ability to relate to multi-ethnic, multi-cultural community
- Ability to accept guidance and supervision

Application process

Interested candidates should contact Ms. Martha Castillo at mcastillo@nush.org. Please submit a resume, unofficial college transcripts, three professional references, and cover letter explaining why you would be an ideal fit for this position and organization. No phone calls please!

Statement of non discrimination

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.