

## **JOB DESCRIPTION**

**TITLE:** Clipper Care Program Leader

**REPORTS TO:** Clipper Care Program Supervisor and Yarmouth Community Services Assistant Director

**JOB SUMMARY:** Under the supervision of the YCS Assistant Director and Clipper Care Program Supervisor, Program Leaders are responsible for planning for a variety of Clipper Care activities, arts & crafts, social interactions, learning resources, and fun. Position may report to an assigned location that includes one or more of the following sites: Rowe School and Yarmouth Elementary School, or other sites as needed for the program.

### **JOB FUNCTION:**

#### **1. PROGRAM RESPONSIBILITY:**

- Plan and supervise the program curriculum in accordance with the policies and philosophy of YCS with concern for program participants' age, interests, disabilities, special talents and cultural diversity.
- Leadership of daily activities, including but not limited to educational/learning resources, physical activities, and arts/craft activities.
- Plan and implement special activities.
- Supervision of the program's participants.
- Act as a positive role model for program youth, program volunteers and staff.
- Maintain proper behavior of children at all times with adherence to YCS' Behavior Expectation Policy.
- Attend any mandatory training sessions as required.

#### **2. FACILITY/HOUSEKEEPING RESPONSIBILITIES:**

- Maintain the highest level of cleanliness by cleaning and/or inspecting areas pertaining to the program.
- Maintain and inventory program equipment as needed.

#### **3. DESIRABLE TRAINING AND EXPERIENCE:**

- Knowledge of safety and basic first aid.
- Skills in organizing time, groups, and activities.
- Ability to work effectively with students and adults.
- Ability to communicate both orally and in writing.