



JOB ANNOUNCEMENTS – March 2018

United Communities Southeast Philadelphia improves the quality of life for every generation and member of the multicultural community we serve by providing educational, advocacy, and social programs.

United Communities Southeast Philadelphia has a long and rich tradition of service to children, adults and families residing in Southeast Philadelphia. For the past 48 years, United Communities has carried out the original settlement mission to promote the educational and economic advancement of individuals and families within its host neighborhoods.

We work in a collaborative, team-based environment. United Communities is an Equal Opportunity Employer. Visit us on the web at www.ucsep.org.

Position:	Out-of-School Time Assistant Group Supervisor
Classification:	Part-time (17.5 hrs/wk); Non-exempt; Hourly
Reports to:	OST Group Supervisor
Hours:	Monday-Friday; 2:30-6:00 PM On Philadelphia School District Early Dismissal Days 11:30 am – 6:00 pm
Department:	Out of School Time

SUMMARY:

The Out of School Time Program Assistant Group Supervisor assists in the implementation of daily activities under the guidance of the group supervisor during the after school program hours. Assistant group supervisors coordinate daily activities and supervise program volunteers and aids in the absence of the group supervisor. Assistant group supervisors are expected to cultivate meaningful relationships with program youth and be positive role models.

Responsibilities:

- Participate in the planning of group activities in coordination with the Director/Group Supervisor, which meet the development needs of youth enrolled. Creates interesting activities and helps to maintain a positive and affirming environment including:
- Implementing program activities in conjunction with other program staff, using a team approach; which complements and integrates the various skills and styles of all included. * Provide support to the Director/Group Supervisor in the area of planning, management, program execution, and communication with parents.
- Create and facilitate weekly clubs 1-2 times per week.
- Create and lead at least 1 whole group lesson weekly for about 45-60 minutes.
- Responsible for the completion of daily attendance logs (student/volunteer sign in sheets)

- Performs some housekeeping duties in order to ensure the safety and cleanliness of the activity area and to prepare it for the next group or next day's activity.

Qualifications - Essential:

- High School Degree or Equivalency
- Self-starter; Self-disciplined; Organized
- Ability to create and lead structured lessons with children.
- Ability to assist in homework help and other assigned duties
- Ability to effectively manage a classroom with limited supervision

Knowledge, Skills & Experience - Essential:

- Experience working with school aged youth in grades K-12th
- Proficiency in MS applications (Word/Excel/PowerPoint/Outlook)
- Excellent organizational skills and attention to detail
- Ability to handle multiple projects while setting appropriate priorities to achieve goals
- Excellent oral and written communication skills
- Must be an industrious problem solver and big dreamer

United Communities Southeast Philadelphia recognizes the role our staff play in our ability to fulfill our mission. As such, we seek highly qualified and mission-focused individuals to join our organization.
United Communities Southeast

Philadelphia is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status. United Communities offers full-time employees a very competitive benefits package. Part-time employees are eligible for paid time off benefits.

Interested candidates must send cover letter and resume to: jobs@ucsep.org or fax to 215.468.5573, ATTN: HR Department.

