

# **Boys & Girls Club of Greater Billerica**

## **Assistant Group Leader – After-School Program**



### **Position Overview**

Are you a high school student who enjoys working with kids? Boys & Girls Club of Greater Billerica is looking for responsible, enthusiastic students to help make our Fun Club after-school program a great place for children to learn, play, and make friends.

As an Assistant Group Leader, you'll work alongside experienced staff to support children ages 5–12 in a fun, welcoming, and inclusive environment. This is a great opportunity to gain work experience, develop leadership skills, and make a positive difference in the lives of younger children.

We are a licensed childcare program through Massachusetts's Department of Early Education and Care. Applicants must be 16 years or older and have access to transportation. We are hiring at the Parker, Dutile, Ditson and Kennedy Schools.

### **Responsibilities**

- Help lead fun, age-appropriate activities, including arts and crafts, sports, games, STEM projects, and other recreational activities.
- Assist children with homework and learning activities when needed.
- Be a positive role model by demonstrating kindness, respect, responsibility, and good sportsmanship.
- Help create a welcoming environment where every child feels included, supported, and encouraged to participate.
- Work as part of a team to keep children engaged and help maintain a safe, positive program.
- Communicate questions, concerns, or challenges to the Site Coordinator or supervisor.
- Participate in staff meetings and training as required.
- Help with other program activities and duties as assigned.

### **What We're Looking For**

- Someone who enjoys spending time with youth and helping them learn and grow.
- A dependable, responsible, and positive team player.
- Someone who is patient, respectful, and willing to learn.
- The ability to follow directions, work with a team, and take responsibility.
- Previous experience working with children is helpful but not required.

### **Shifts**

After school to 5:30 p.m./6:00 p.m. Monday-Friday. We can work around your school schedule! All we ask is a commitment of 3 to 5 shifts per week. Starting wage is \$16.00 per hour.

### **Why Join Us?**

Gain valuable work experience, build confidence and leadership skills, and have fun while making a difference in your community!

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**General BGCGB Expectations:**

- Healthy Behavior Modeling – Teaching youth/teens the importance of living an active, healthy lifestyle is a BGCGB priority. As a result, all staff is expected to model healthy behavior while working with our members.
- Inclusive Environment – BGCGB values creating child-friendly environments, where youth/teens of all abilities can be successful and participate. BGCGB expects employees to embrace its focus on inclusion of all members, regardless of disability or developmental challenge.
- Continuous Learning – Building the capacity of staff is central to BGCGB. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

**Position Requirements**

- Must be 16+ years old.
- Must be or become CPR / FA certified. Training available through the Club.
- Strong interpersonal and communication skills required.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to do 13 hours of online training in a 10-day time period before you start – you can complete at the Club
- Ability to work independently and as part of a team.
- Must pass reference and background checks prior to employment.
- Flexibility to work club hours especially as seasons and service needs change.

**How to Apply**

Email Barbara Niles, Childcare Director to [bniles@billericabgc.com](mailto:bniles@billericabgc.com) to begin the process.