



Club Horizon Group Leader Horizon Community Learning Center Before and After School Program

Essential Duties:

Support Horizon Community Learning Center's vision, mission, goals, and values

Direct supervision of students in a before and after school care program, including but not limited to, lead and supervise activities, problem solve with students, and assist with homework.

Ensure all students' safety on a daily basis by monitoring student behavior

Set up rooms for activities and clean up

Utilize problem-solving strategies with students and parents aligned to HCLC Mission and Guiding Principles

Create weekly lesson plans of daily activities for students, which create a fun and safe environment.

Communicate and interact positively with all parents/guardians of the Club Horizon program

Perform other duties as assigned

Qualifications:

1. The Club Horizon Group Leader must be 18 years of age or older and provide documentation of one of the following:
 - a. Six months of child care experience and:
 - i. A high school diploma or high school equivalency diploma;
or
 - ii. At least 12 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - b. Associate or bachelor degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - c. N.A.C., C.D.A, C.C.P. credential

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Club Horizon Group Leader. Reasonable accommodations can be made to enable people with disabilities to perform the essential functions of this job.

While performing the responsibilities of this job, the employee is required to talk, hear, and touch. The employee is often required to stoop, sit at a computer desk, reach with arms and hands, and use their hands and fingers to stroke keyboards. Occasionally, lifting and pushing for medium work are required. Vision abilities required.

Work Environment Conditions

While performing the responsibilities of this job, these work environment characteristics are representative of the environment at Horizon Community Learning Center. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this job.

The employee is subject to both inside and outside conditions. The noise level in the environment is quiet to loud.

Supervisor

Club Horizon Director and Club Horizon Assistant Director