



WOODCRAFT RANGERS POSITION DESCRIPTION

POSITION TITLE:

Club Leader (Program Operations 100%)

REPORTS TO:

Site Coordinator

THE ORGANIZATION:

The mission of Woodcraft Rangers is to guide young people as they explore pathways to purposeful lives. Since 1922, Woodcraft Rangers has been recognized as one of the most pioneering and successful providers of expanded learning services in the Greater Los Angeles area. In the last year, more than 15,000 young people benefited from Woodcraft Rangers' programs. Our academically enhanced recreation and enrichment programs serve at-risk students at over 65 public and charter elementary, middle and high schools and community centers in low-income neighborhoods.

OVERALL RESPONSIBILITIES:

- Plan and implement fun and enriching activities for members of their club.
- Recruit and maintain club participants.
- Develop positive relationships with youth in their program, parents, and school staff.
- Club Leaders are accountable to the Site Coordinator, Lead Club Leader and Program Manager for assigned duties.

RESPONSIBILITIES:

- Develop and implement program activities according to program goals and monthly themes.
- Supervise and participate in children's activities.
- Maintain and turn in attendance daily.
- Write and turn in lesson plans of program activities for each session in advance.
- Maintain professionalism at all times, consistent attendance, on time and prepared.
- Develop and maintain positive relationships with school staff, parents, and youth.
- Make weekly calls to students in their group who do not attend.
- Maintain maximum membership levels at all times.
- Implement weekly, monthly or quarterly fund-raisers as assigned.
- Develop and implement "end of session" performances or displays.
- Other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Must be able to pass the employment proficiency test with a score of 65%.
- AA Degree in Child Development or a related field is preferred or minimum of one year of experience as a group leader working with children and 6 units in child development.
- Work well with young children and/or youth.
- Good oral and written communication.
- Computer literacy and willingness to learn.
- Valid LIVE Scan and CPR Certification, preferred.

The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, and emergency situations. This job description does not constitute an employment agreement between Woodcraft Rangers and the employee and is subject to change as the needs of Woodcraft Rangers and the requirements of the job change.

Date: _____

Employee's Name: _____
(Print)

Employee's Signature: _____