

Group Leader

Year-Long Part-Time | Boston, MA | On-Site

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Red Oak Program

Red Oak is a licensed school-age child care program that provides care for around 70 children in Chinatown and neighboring communities. Red Oak provides afterschool learning opportunities, including homework help, arts, literacy, and recreation. Red Oak is open after school and full days during school vacations, summer, and Boston Public School professional days.

About The Role

The **Group Leader** will be responsible for supervising children during academic and recreational activities including arts enrichment, literacy, snack/lunch, literacy, and field trips. The Group Leader will create and implement developmentally appropriate activities and tracks behavioral and academic concerns, supervises assistant group leaders, maintains relationships with parents and teachers, manages data, and complies with all Massachusetts Department of Early Education and Care (EEC) regulations. The Group Leader will have regular meetings and is expected to consistently advance their professional and personal growth through professional development, observations, and coaching. Depending on interest and staffing capacity, some Group Leaders focus on one age group while others design arts-based curricula across age groups. The Group Leader will perform other duties as assigned.

The Group Leader will work part-time hours during the school year and full-time hours in the summer. The Group Leader will report directly to the Director of Red Oak Afterschool and Summer Program.

What You Will Do

Literacy and Academic Support: Implement lesson plans and actively supervise children during academic and recreational activities. Support with homework. Appropriately manage children's behavior. Monitor individual/group dynamics and track academic and behavioral issues. Participate in meetings with parents and teachers, as necessary.

Curriculum Development: Develop, plan, and implementation of weekly enrichment activities for children. Gain comprehension of current teaching methodologies by attending staff training and professional development opportunities. Red Oak requires 45 minutes per workday of paid prep time for curriculum design, staff meetings, and professional development.

Family Engagement: Communicate with parents as needed and complete a yearly progress report for children. Supports organizational or program activities, such as parent events and displays.

Training Requirements: There are 5 days in the year that staff is to attend training for an entire workday, which will be communicated at a minimum of two weeks in advance.

What We Look For

- High school diploma or equivalent is required. At least 18 years old.
- 9 months of supervised work experience, 6 months with a high school diploma or equivalent, or 3 months with an associate's or bachelor's degree.
- Experience working with school-age children for 3 months or more.
- Interest and or experience supporting children's development in literacy and/or the arts.
- Experience working with school-age children.
- Positive attitude and professional demeanor.
- Ability to collaborate with staff and partners.
- BA/BS degree or current enrollment in college (preferred).
- Experience or degree in education or the child care field (preferred).
- Bilingual speaking proficiency in English and Chinese dialects (Mandarin or Cantonese preferred).
- Experience in a multicultural setting (preferred).

Working Conditions

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Hourly Range

\$17.00 - \$20.00 per hour

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.