



Somebody's to Somebodies Youth Care

900 St James St., Suite 100, Richmond, VA 23220
 500 S Buren St, Hopewell, VA 23860
 409 E. Laburnum Ave, Richmond, VA 23222
 (804) 441-5366 ext. 2
 info@s2syouthcare.com

JOB DESCRIPTION

Position Title	Department	Reports to
Child Care Lead Teacher	Child Care	Regional Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	November 10, 2020

POSITION SUMMARY

We are a community of cooperative, brave, enjoyable, devoted individuals, whose passion is the many children we guide, educate, and safeguard every day. As early education leaders, we are making a robust, long-lasting, optimistic impact on children. Here, you will find a vibrant atmosphere and culture that is open, sociable, friendly, and cooperative. Are you ready to be an inspirational, pioneering force that prepares children for elementary school—and beyond? Their future begins now. And so, does yours.

As early education leaders, we are influencing the next generation of learners, leaving a strong, lasting, positive impact on our children. From our three locations to our main headquarters, you will find a dynamic environment and culture that is open, friendly, welcoming, and collaborative.

The Lead Teacher is responsible for planning, leading, and implementing core and non-core programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the children in his/her group. The incumbent will provide high quality indoor/outdoor educational and recreational experiences for participants that focus on the S2S core values of experiential learning and skill-building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Organize and lead a variety of small and large group activities each week. Activities may include crafts, songs, games, field trip outings, breakout educational sessions, sports, physical activity, etc.
- Manage and support children's virtual learning experience facilitated by the Education Director.
- Identify and respond to child behavior issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about children's experiences and report concerns to Program Director.
- Assist in maintaining accurate program records including incident reports, payroll documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program and all program areas. This includes but is not limited to being responsible for your children's' safety and their whereabouts at all times and providing ADA accommodations where appropriate.
- Help guide S2S Interns and/or volunteers to have a deeper understanding of leadership and counseling skills.
- Supervise the children, childcare setting, and participate in all activities.



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- Nurture children through purposeful programming dedicated to building achievement and belonging in youth and their relationships within families.
- Make ongoing, systematic observations and guidance for each child.
- Provide pick up and drop off transportation services as needed in company vehicle.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Considerable knowledge of office operations and procedures; business English and mathematics and office equipment to include manual and automated filing systems. Working knowledge of school transportation programs and regulations, including confidentiality. Working skill in the use of a personal computer, utilizing word processing, spreadsheet and database software and the school division's student data base. Demonstrated ability to compose correspondence, assemble data and prepare reports and to communicate effectively both orally and in writing with all levels of personnel, students, and the public. Education, training, or experience sufficient to demonstrate the required knowledge, skills, and abilities.

Bring with you:

- Relevant work experience; punctuality
- Self-starting, positive attitude; fast-paced environment experience
- A willingness to go above and beyond when necessary
- Ability to multi-task and a high attention to detail
- High level of organization is a must
- Event planning experience a plus
- Extensive MS Office experience (Word, Outlook, Teams, PPT)
- Smartsheet, Survey Monkey, other data collecting and analyzing software a plus

Requirements:

- Must be at least 21 years of age
- Education or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to lead, plan, organize and implement program activities
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- 3-5 years of experience working with youth
- Experience with diverse populations. Ability to develop positive, authentic relationships with people of all ages from different backgrounds.
- Must pass a background check.
- Valid driver's license and ability to operate a 15-passenger.
- Technologically savvy.
- Detail-oriented and effective at multitasking.
- Organized and able to conduct oneself in accordance with employee manual.
- Must have a team mentality, flexibility, and willingness to learn.
- Must meet state requirements for education and additional center/school requirements may apply.
- CPR/First Aid
- Must complete 10-hour VDSS Preservice Training



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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the responsibilities of the manager's job, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required for this job include close vision.

Work Environment of the Manager

While performing the responsibilities of the manager's job, these work environment characteristics are representative of the environment the manager will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

S2S provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or genetics. In addition to federal law requirements S2S complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.