



Quality Care for Children in Your Community

2025-2026 GROUP LEADER JOB DESCRIPTION

TITLE: CHILD CARE GROUP LEADER

REPORTS TO: Site Director

JOB GOAL: To provide children with a safe, fun, nurturing environment where they can have their individual needs met. To promote the philosophies of the program and follow through on the procedures to maintain age-appropriate activities. To collaborate with community partners to ensure the culture of the childcare community is respected.

ENTRY REQUIREMENTS

- A. Must be at least 17 years of age.
- B. Must have a high school diploma or equivalent or be attending high school or be enrolled in a GED preparation program.
- C. Must have had some training/education in early childhood education/recreation or worked in a licensed facility for at least 6 months.
- D. Must have the ability and willingness to comply with all applicable laws and regulations.
- E. Must have the ability to provide safe and compassionate services.
- F. Must have a history of honest and lawful conduct.
- G. Must be able to provide positive leadership and stability for program continuity.
- H. Ability to speak and write in a professional manner, relate to a variety of people, particularly children and must possess good organizational skills.
- I. Assume responsibility for supervising children always. Assist in training of staff and volunteers when asked by Administrator/Programs Director.

JOB RESPONSIBILITIES

- ✓ Participating with children in all group activities. This means walking around, always supervising children. This does not mean chatting with other caregivers unnecessarily. Also, generally there is no sitting unless you're resting from participating; you should be standing, rotating, circulating, supervising, and participating with the children. You are required to lead activities, join in and watch children for safety concerns.

Jennifer Lizotte, Executive Director
theneighborhooddirector@gmail.com
207-616-0855



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- ✓ Enforcing safety rules in all areas. Be alert and notice things happening in all areas of play: gym, outside playground areas, childcare room, hallways, bathroom areas, cafeteria.
- ✓ Clipboards are provided to staff and are always to be carried to record attendance, changes in children's schedules, accidents, behavioral issues, and special instructions for children. Carry two-way radios to communicate with all other staff during program hours.
- ✓ Making sure the children remain in your sight; do a head count before and after each transition, especially outside transitions. Be aware of children's whereabouts always, and report children's unexcused absences immediately to the Director. Keep your eye on children who are transitioning in areas where there is low visibility; like between inside and outdoor playground spaces.
- ✓ Sharing children's day with families and talking openly about their plan for appropriate behavior. Respect and respond competently to the culture, traditions, lifestyle, language and values of each family. Always model professionalism and best practices when working with children and families.
- ✓ Communication regarding difficult individual child behavior or any concerns voiced by parents is extremely important; refer to the parent handbook for the discipline policy. Making sure the children have a fun, safe time here at the program is key.
- ✓ Adhering to State of Maine Child Care Licensing requirements and NAA Code of Ethics; Adhere to all program personnel policies.

GENERAL

- ✓ Assist with hand washing and snack preparations and clean up for AM and PM snack times.
- ✓ Assist in the preparation, maintenance and inventory of program materials and equipment.

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- ✓ Become knowledgeable of the emergency/crisis information and what the necessary crisis procedures are, following the Standard Response Protocol Procedures for your specific location.
- ✓ All staff will be responsible for daily attendance. Assist the Director in maintaining up to date children's files for licensing purposes. Assume all other responsibilities as assigned by the Director as asked.
- ✓ The cleanliness of the program area is of the utmost importance. You are required to participate in all necessary daily cleaning and specific deep-cleaning dates planned throughout the year.
- ✓ Follow child protective policies and procedures. We are mandated reporters of any suspected abuse.
- ✓ Keep in mind that this type of work can be stressful, chaotic and confusing at times, resulting in stress on the job.

PROFESSIONAL

- ✓ Earn, maintain, and track the required number of training hours for your schedule.
- ✓ Hold a current CPR/First Aid Certification or arrange to obtain one during the first three months of work.
- ✓ Attend mandatory monthly staff meetings which are typically held from 6-8:30/9:00pm and may be held off-site.
- ✓ Responsible for completing a yearly self-assessment before the Performance Appraisal is completed.

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I certify that I have read the Group Leader job description, understand the responsibilities that are required, and have been given a copy.

Signature

Date

**Return this form to Executive Director.*

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