



Cambridge Community Center

Learn. Grow. Connect.

After School Program Lead Teacher

Located in the Coast neighborhood of Cambridge, between Central Square and Memorial Drive, the Cambridge Community Center has been serving the community for 90 years. Today our mission is to promote community cooperation and unity and empower youth, individuals, and families. We do this by offering social, cultural, educational, and recreational activities.

Our youth programs run 50 weeks of the year and have a focus on supporting the **social-emotional growth and development of the children we serve**. We place a great deal of emphasis on **family engagement** in order to best serve our youth. We are also proud to accept EEC vouchers and offer tuition assistance to income eligible families.

Position: Lead Teacher, Cambridge Community Center After School Program

Reports To: Director of Out-of-School Time (OST) Programs; Director of Youth and Family Services

Regular Hours: Part Time, 1:00PM – 6:00PM, Monday – Friday; plus one additional hour for staff meetings every other week.

Additional Hours:

- All Lead Teachers are required to complete **5 hours of professional development** per year as assigned by the Director of OST Programs
- Lead Teachers are expected to work **full-days during all school vacations and most holidays**
- Lead Teachers are expected to arrive to work at **11AM on Cambridge Public Schools half-days**
- Lead Teachers are expected to work until **8PM on the first Friday of every month for Family Night**
- After School Program Lead Teachers who perform at a high level may be offered full-time Lead Teacher positions in our 8-week summer program
- At times, Lead Teachers will be required to perform additional duties related to the program and the administration of the Center
- There may also be opportunities to pick up hours on the weekends covering rentals and special events

Specific Duties:

Planning Time (1:00PM-1:50PM)

- Plan and lead a classroom, gym, or computer lab activity every day that supports the social-emotional development of the children we serve
- Work as a team with specialists and interns to coordinate activities
- Plan tasks to be completed by volunteers
- Gather all materials during planning time so that activities can start on time
- Include children's interests in the planning process
- Work with other group leaders to plan, share ideas, resources, etc.
- Manage classroom space: post schedules, display children's work, organize games, gather materials, etc.

Youth Work (2:00PM-6:00PM)

- Have fun with the kids!
- Keep children physically and emotionally safe while encouraging them to participate and do their best
- Build strong relationships with the children that you work with
- Lead daily enrichment activities that support the social-emotional development of the children we serve
- Observe students and maintain written progress notes to be used when completing progress reports
- Meet children at bus stops and safely walk them back to the Center
- Maintain accurate classroom attendance at all times
- Serve snack to children every day according to USDA guidelines

Family Engagement

- Build strong relationships with parents of children you directly work with
 - At CCC, **we don't just enroll children, we enroll families**
- Attend parent meetings and family events at the Center
- Make bi-weekly phone calls to update parents of the children you directly work with
- Promptly communicate with parents regarding any injury/incident reports
- Record all calls made to parents in the parent call-log for future reference
- Be sympathetic and responsive to any concerns that a parent raises
- Complete annual progress reports and discuss them with parents

Professional Development

- Participate in weekly staff meetings
- Participate in the QIS process, including classroom observations, surveys action planning, implementing action plans, and attending monthly CoP meetings
- Attend 5 hours of professional development per year as assigned by the Director of OST Programs

Regulated Qualifications:

Lead Teachers must be at least 18 years of age and meet **ONE** of the following requirements:

1. Have a Bachelor's Degree or an Associate Degree plus 3 months of at least half-time experience working with school-age children.

****OR****

2. Have at least 6 months of half-time experience with school-age children.

Other Requirements:

- CPR/First Aid Certified (we will provide training for new staff members who are not currently certified)
- Preference will be given to candidates who can commit to the position for one full year
- Preference will be given to candidates who have experience working with low to middle-income children and families and a demonstrated ability to design and lead age-appropriate activities with an emphasis on social-emotional development
- Ideal candidates are motivated, reliable individuals who are able to engage with children and families on a personal level and care deeply about our community

How to Apply:

Please email your **resume and cover letter** to Rachel Kinch, Director of Out-of-School Time Programming, at rachelk@cambridgecc.org. **Incomplete applications will not be considered.**