

School-age Childcare Specialist

Girls Incorporated of Lynn is a United Way agency which provides after-school and vacation programming for girls ages 5–13. A **School-age Childcare Specialist** is needed to join our team to design and implement programs to inspire girls to be strong, smart, and bold and to develop girl's capacity to overcome the effects of discrimination, be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls. Follow EEC and CDC re-opening guidelines.

Position: School-age Childcare Specialist

Hours: 12:00-5:30, Monday–Friday (27.50 hours per week)
Summer and vacation week hours up to 40 hours per week.

Benefits: Paid holidays

Salary: \$15.00 per hour

Qualifications: minimum one-year experience working with school age children. Under graduates or graduate college students. First Aid and CPR a plus. **Three years driver's license required.**

Principle Responsibilities

- o Plans and conducts special interest group/activities for girls 5-13 years of age.
- o Assists with program planning with other staff members.
- o Keeps supervisor informed of problems, concerns, needs, trends, and unusual activities.
- o Maintains accurate class records.
- o Participates in staff meetings and trainings as requested.
- o Organizes and maintains assigned work area.
- o Upholds and enforces Center rules and safety regulations.
- o Assists with program transportation service.
- o Carries out other responsibilities as assigned.

Applications/resumes accepted Monday through Friday from 10:00–5:30pm at:

Attention: Maria Manzueta
GIRLS INCORPORATED OF LYNN
50 High Street
Lynn, MA 01902

For more information, contact Maria Manzueta at (781) 592–9744 ext. 224 or e-mail mamanzueta@girlsinclynn.org

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inc.**

of Lynn

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