

Delta Gamma Center

Early Childhood Group Leader

Delta Gamma Center's mission is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support.

POSITION SUMMARY

A group leader at Delta Gamma Center (DGC) is responsible for planning and leading monthly group activities for young children with visual impairments, some of whom have other disabilities. The goals of the GRADS program are to:

- Foster the development of social skills, friendships, and independence through fun and challenging activities
- Motivate participants to challenge themselves and become an active participant in their communities

RESPONSIBILITIES

- Provides a safe, fun, and challenging learning environment in which participants can build social skills and friendships, become more independent, and participate in community activities
- In partnership with participants and parents, develops and monitors individual goals for each participant
- In partnership with other program staff, creates annual and monthly activity plans that promote program goals, ensuring adaptations are made to enable full participation of all group members
- Provides oral and written reports of participant progress updates to parents, team members and management including maintaining client files in compliance with DGC requirements
- Maintains a group environment which allows for effective communication
- Supports monitors of participation and achievement of individual goals
- Communicates regularly with parents/guardians of participants, partnering to set goals and determine needed supports for program participants; provides updates to parents regarding group activities and progress on individual goals
- Assists in the evaluation of group activities to improve and expand programming
- Attends monthly GRADS staff meetings and regularly monitors/responds to emails, texts, phone calls, and other communication from DGC staff and parents of participants.
- Assists with planning and staffing family fun events
- Coordinates and supervises volunteers during activities, including communication regarding planned activities; provides guidance on support needs of each participant

- Respects the unique interests, culture, needs, and priorities of each child, family, and volunteer and builds on their strengths and abilities
- Other related tasks as assigned

QUALIFICATIONS

- Minimum of a bachelor's degree or comparable work experience in education, social work, recreational therapy or a related field; certification as a teacher of the visually impaired or orientation and mobility specialist is a plus
- Experience leading group activities for young children is required, experience working with young children with visual impairments or other disabilities is preferred
- Experience planning and leading developmentally appropriate, multi-sensory, early childhood activities, such as art, music, and movement, is required
- Creative, enthusiastic, and positive approach to engaging with children and families
- Possess strong interpersonal and communication skills with young children and families from diverse backgrounds, and other professionals
- Capable of meeting deadlines and seeking supervisory consultation when necessary
- Able to organize effectively, function independently, and collaborate as part of a team
- Competency in Microsoft Office products: Word, Excel, and Outlook
- Competency with web-based systems

REPORTS TO

Program Director

TERMS OF EMPLOYMENT

- Part-time averaging 10-20 hours per month with primarily weekend and evening hours
- Complete training related to working with children with visual impairments and other disabilities provided by DGC as needed
- Background check, drug screen and health certification completed upon offer of employment
- Medication Administration, CPR and First Aid certification required to be obtained and maintained upon employment
- Activities take place at DGC which offers accessible equipment and classroom space and family fun activities take place at other locations in the community

- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on floor and reaching in all directions; and stand or sit for long periods

TO APPLY

- Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.
- Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials, and
- Complete a brief questionnaire that should take no more than 10-20 minutes.

Click on the link below to complete the questionnaire and upload your documents. You won't be able to save your answers and come back, so please make sure you have your documents ready to upload and have enough time to complete the questionnaire.

Please make sure the file names of your documents include your name and type of document (e.g. lname_fname_cvrltr, lname_fname_resume).

<https://dgckids.typeform.com/to/jBxkmN>