



Position Description

Position Title: Youth Group Leader

Department: Youth Program

Reports to: Youth Program Director and Chief Executive Officer

Work Hours: Early mornings to early afternoon hours

Location: 300 West Lanikaula Street Hilo, Hawai'i 96720 or on site

POSITION SUMMARY:

Caring, patient, and compassionate individual who enjoys working with children ages 5 ½ to 13 years old. Previous experience working with children is preferred but not necessary. Committed to providing top quality care and education for children. Enhance the lives of every child that attends our camps and after-school programming.

Qualifications:

- High school diploma/GED, required with Valid photo ID
- Pass a background check & medical check
- TB Clearance
- Childcare experience preferred (but not necessary)
- Must be kind, caring, patient, understanding, & compassionate individual
- Able to be an independent worker

RESPONSIBILITIES:

Assist program directors in creating lesson plans and activities for children. Carry out lessons and monitor children to ensure lessons are followed and understood. Monitor children during outdoor and indoor activities to ensure that there is a safe working & learning environment. Assist in preparing and serving meals & snacks to children. Develop a cleaning routine to ensure that all areas are clean and safe for children. Work with group leaders to ensure that the program runs smoothly throughout the day. Maintain open communication with parents.

Last updated: 01-28-2025