



POSITION TITLE: Assistant Group Supervisor (AGS)
REPORTS TO: OST Site Director
LOCATION: DARBY PARK LANE

DEPARTMENT: OST
FLSA STATUS: Non-Exempt -Part-Time
TYPE OF POSITION: Monday–Friday

Episcopal Community Services (ECS) empowers individuals and families to determine and follow their paths. Our mission is to challenge and reduce intergenerational poverty. We envision a world where the path to prosperity is available to all. ECS provides a motivating work environment and encourages individual professional development.

JOB SUMMARY

The Assistant Group Supervisor implements daily program activities and actively supervises youth in the Out-of-School Time Program.

Essential Job Duties and Responsibilities

The incumbent can perform the following essential duties with or without a reasonable accommodation(s):

- Actively supervise children in the OST Program to be able to hear, see, assist, and direct at all times (Standing, walking).
- Implement daily program activities in the OST Program.
- Implement and track structure activity projects.
- Provide academic assistance for children and youth in the OST Program.
- Create and implement activities for children and youth contributing to improved self-esteem, school performance, and daily functioning in the family, school, and community.
- Engage OST youth in formal and informal instruction with academic and enrichment activities (literacy-based for Feltonville ES and career awareness for middle school college).
- Be knowledgeable of mandated reporter regulations, trauma-informed care, de-escalation techniques, and crisis management (conflict resolution).
- Distribute meals and snacks daily to assist with cleaning up.
- Maintain the OST Program cleanly and safely.
- Uphold participant and staff confidentiality documents and stories.
- Assist the Site Director in retrieving program supplies and moving equipment.
- Engage in the learning culture at ECS, using evaluation as applicable for the position.



Education and Experience

- High school diploma and two years experience with children OR High school diploma, 30 credit hours from an accredited college in the education or human services field, and one (1) year experience with children
- Good oral and written communication skills.
- Classroom and behavioral management skills.
- In-depth knowledge of and experience working with children and youth.
- Ability to maintain a flexible schedule (e.g., work half days, professional development, and attend agency meetings).
- Ability to relate and work with culturally diverse children and families in a helpful and non-judgmental manner.
- Excellent computer skills (including, but not limited to, the Microsoft Office suite, Adobe products, CRM/database, and project management software).

Skills and Abilities

- Understand the ECS Theory of Change.
- Ability to articulate housing, health, wellness, parenting, coaching, etc., programs aligning with organizational vision, mission, values, and principles.
- Familiarity with and understanding the social determinants of health and their impact on individuals and communities experiencing poverty.
- Strong commitment to antiracism in the context of antipoverty programs and advocacy initiatives.
- Ability to effectively collaborate with leadership to strategize and resolve issues efficiently and in a timely manner.
- Ability to apply best practices through ongoing professional development opportunities.

ECS Professional Responsibility

- As an employee of Episcopal Community Services, I will uphold the ECS values of Dignity, Justice, Community and Impact and model these inclusive values as an employee.
- I will know and follow all ECS policies, plans, and procedures, including but not limited to the Rules of Conduct and Code of Ethics.
- I will conduct myself at all times to the highest professional standard and will meet the standard of duty to loyalty to ECS, specifically avoiding any conflicts of interest.
- I will support and fully participate in growing a coaching culture at ECS in alignment with ECS values and the Prosperity Model. As such, I will give and receive respectful feedback and maintain the highest ethical and professional standards. I will model leadership and coaching skills and participate in collaborative problem-solving. I will model ongoing professional development, learning, and growth for colleagues and participants alike. I will actively participate in the formal assessment process as laid out by the Human Resources Department.



- Complete all mandatory ECS or funder/contract-required training as directed to deliver high-quality services grounded in current best practices. Additional training may be required when identified and documented during the employee's performance evaluations.
- Perform other related duties as assigned by my supervisor or ECS Executive Leadership.
- I will support ECS's growth of an advocacy culture that aims to bring about change in the oppressive systems, public policy, and laws that adversely impact our participants and the communities in which they live.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties responsibilities and activities may change at any time with or without notice.

Working Environment and Physical Demands

The incumbent will be expected to perform the essential duties in the following work environment and conditions:

Sedentary work. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Physical ability to work around small children including sitting, standing, running and climbing stairs. Must be able to lift and carry small children up to 40 pounds in case of emergency.

Travel Required

Based on job functions, may be required to travel between locations as part of the cross-functional operations team meetings and may need to travel to other ECS locations for training, agency-wide events, etc. Travel to various locations throughout Philadelphia is required.

Signatures

This job description has been approved by:

Manager: _____

Date: _____

HR: _____

Date: _____



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Employee Signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____

DATE: _____