

**Reports to:** Lead Teacher & Site Director

## Job Purpose

A Senior Guide supports the Lead Teacher. As assigned, provides direct instructional activities under the supervision of the Lead Teacher. Assists with check in/out of children and is responsible for knowing the whereabouts of each child in his/her charge at all times during program hours.

## Duties and Responsibilities

- Work collaboratively with Lead Teacher on the content of the instructional program and related activities.
- Assist in the development of instructional materials.
- Provide the Lead Teacher with information about children that will assist him/her in the development of appropriate learning experiences.
- Be able to teach sessions as back up instructor in the absence of the Lead Teacher.
- Stimulate children's interest in individual and group activities.
- Assist with the physical needs of students, including toileting, cleaning up after snack, assisting injured or ill students, etc.
- Knowledgeable of all policies and rules of TerraTime and assist in their enforcement.
- Observe all rules and regulations established by TerraTime.
- Work closely, cooperatively and amicably with all team members.
- Report any illness and/or injury of children immediately to the Lead Teacher and/or Site Director.
- Notify the Site Director if he/she must be absent or late for any reason.
- Report problems and seeks advice from the Site Director and/or Executive Director when needed.
- Participate in appropriate in-services, professional development, meetings, trainings and/or program functions as required.
- Performs other duties as assigned.

## Qualifications

- Must be at least 18 years of age.
- High school diploma, completion of G.E.D., or equivalent.
- Criminal background check required for hire.
- Possesses good leadership abilities and responsibility skills.
- Demonstrates appropriate behavior at all times.
- Patient, enthusiastic, self-controlled and dependable.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Ability to speak, read, and write English.

## Physical Requirements & Working Conditions

Must be able to walk, bend, stand, squat or sit on the ground (with children) throughout a 5-hour day; able to lift children up to 50 pounds; able to see and hear well enough to keep children safe; able to physically respond quickly in an emergency; remain actively engaged and involved with children outdoors each day (including all ranges of temperatures or humidity levels, subject to safety guidelines); understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.