

Name: _____

Site: _____



Title: Group Lead Teacher

Reports to: Club Director

Status: 22 hours Monday – Friday, typically 2:30pm-6:30pm Monday & 2:30-6 Tuesday - Friday

Pay Range: \$10 - \$12.83 per hour

Position Description:

The Boys and Girls Club of Dane County is looking for Group Lead Teacher to work at our Taft St. location. This position will typically be from 2:30pm – 6:30pm, Monday through Fridays. This position will work with school aged youth (6 -12) with rotating between programming areas. This position will work closely with the other program areas of plans, implements, supervises and evaluates activities and programs provided within the different program area. This position also include occasion evenings/weekend hours to accommodate special events.

Responsibilities Include:

- Planning and implementing specific activities for school age youth (6 – 12) development in the designated area.
- Coordinating with supervisor to support special events in designated area.
- Communicate positively with members and their families.
- Provide positive guidance and role modeling to members.
- Maintaining an environment that is supportive to volunteers by providing guidance in discipline, and specific training for the designated area.
- Supporting partnerships with community members.
- Contributing to the overall club climate for youth development that includes but is not limited to program collaborations with other core areas, attendance at program staff and core area team meetings, participation in daily assemblies, appropriate discipline when necessary and attendance at club special events.
- Providing daily guidance and support to club members.

Qualifications:

- Two non-credit department-approved courses in early childhood education; or
- Two courses for credit in early childhood education or its equivalent from an institution of higher education; or
- Certificate from The Registry indicating that you qualify as a child care teacher; or
- A one-year child care diploma from an institution of higher education; or
- An associate degree or higher in early childhood education or child care from an institution of higher education
- The ability to work independently and in a team setting.
- The ability and desire to work with school age (6 – 12) in a variety of settings.
- Strong verbal , written, and communication skills.
- At least 18 years of age.
- CPR/First Aid Certification required
- Mandatory drug test before beginning employment
- Bilingual - Spanish speaking

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Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter, and three personal references** via email to lrowell@bgcdc.org or by US Mail to:

Human Resources

C/o Group Lead Teacher
1818 West Beltline Highway
Madison, WI 53713
Phone: (608) 257-2606
Email: lrowell@bgcdc.org