

Name: \_\_\_\_\_

Site: \_\_\_\_\_



**Title:** Teen Group Leader

**Status:** Monday-Friday 3:30-8:30PM

**Pay Range:** \$12.85 per hour

**Position Description:**

The Boys and Girls Club of Dane County is looking for Teen Group Leader. This position will be from 3:30-8:30PM, Monday through Fridays. This position will work with middle/high school graders with rotating between programming areas. This position will always be the point of contact for middle/high school graders with helping them understand the day to day flow. 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.

**Responsibilities Include:**

- Planning and implementing specific activities for middle school and high school development in the designated area.
- Coordinating with supervisor to support special events in designated area.
- 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:**

- Willingness to self-study and obtain certification within 60 days of hire; **or**
- Two non-credit department-approved courses in early childhood education; **or**
- Two courses for credit in early childhood education or and equivalency from an institution of higher education or approved certifying partner; **or**
- Certificate from The Registry indicating that you qualify as a child care teacher; **or**
- The ability to work independently and in a team setting.
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- The ability and desire to work with middle school and high school ages 12-18 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

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](mailto:lrowell@bgcdc.org) or by US Mail to:

**Human Resources**

C/o Group Leader Program Assistant – Teen

1818 West Beltline Highway

Madison, WI 53713

Phone: (608) 257-2606

Email: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)