



BOYS & GIRLS CLUB
OF DANE COUNTY

Title: Group Lead Teacher

Reports to: Club Director

Status: 23.5 hours - Mon 1pm – 6:30pm; Tue – Fri 2pm - 6:30pm

Pay Range: **\$10- \$11 non- Lead Teacher**, we will certify you; **\$13.01 - \$17.00 Lead Teacher *\$17.00 for school teachers or person with a Teacher Certificate.**

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:

- Willingness to self-study and obtain certification within 60 days of hirer; **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.
- 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.
- 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 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