

**Title:** Assistant Club Director  
**Status:** Full Time  
**Pay Range:** \$28,000 - 34,000  
**Locations:** Allied Family Center



**Primary Function:**

Assistant Club Directors work in direct partnership with the Club Director to oversee the delivery of all program areas within the Club. Assists in supervising program staff and performs other related administrative duties. Serves as a liaison between parents, schools, community groups and Club members. Supports behavior management strategies and goal setting for all Club members.

**Key Roles (Essential Job Responsibilities):**

**Program Development**

- Contributes to the development and implementation of organizational program goals, in relation to need and available resources, to facilitate achievement of Youth Development Outcomes.
- Supervises assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Attends all Club sponsored special events.

**Volunteer Development**

- Identifies volunteer opportunities and communicates with Club Director.
- Provides leadership to volunteers and addresses issues and concerns as appropriate.

**Community Partnership**

- Develops collaborative partnerships with other youth serving organizations and community organizations.
- Represents the Boys and Girls Club by participating in community events to maintain positive public relations.
- Increases visibility of Club programs via the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.
- Supports Board Committees as needed.

**Fund Development**

- Fundraises through obtaining donations and monetary contributions.
- Seeks out new partnerships that align with Youth Development Outcomes and Boys and Girls Club strategic priorities.

**Additional Responsibilities:**

- May assist in the completion of required reports.
- May be responsible for assisting in supervising human resources and systems including recruitment, employee relations, compensation and benefits, training and development.
- Evening work and occasional weekend hours.

**Additional Qualifications:**

- Associates degree.
- Lead Teacher Certified through The Registry or be willing to self-study to obtain certification within 3 months of hire.
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs or the principles and practices of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations; supervise personnel, manage facilities and practice fiscal responsibility.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with members and families, Club staff, Board members, community groups, and other related agencies.

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 professional references** to:

Human Resources  
C/O Assistant Club Director  
2001 Taft Street  
Madison, WI 53713  
Phone: (608) 257-2606  
Email: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)