



Title: Community Resource Specialist

Status: Part-time, up to 28 hours per week

Pay Range: \$18.00-\$20.00 per hour depending on experience

Position Description:

The Boys and Girls Club of Dane County is seeking a Community Resource Specialist (CRS). This position will work closely with members, families, community organizations and club management. The CRS will cultivate relationships with community organizations and resources to connect customers to needed services. The CRS will work with the Boys & Girls Club Family Advisory Council and will participate in Club events. The hours for this position are flexible and will require occasional nights and weekends.

Responsibilities Include:

- Provide Case Management to customers including home visits and/or school visits.
- Develop and maintain community resources listing of agencies.
- Cultivate relationships with community organizations/agencies.
- Conduct follow-up and coordination, with other social agencies and community resources.
- Provide advocacy and support for customers as they navigate a variety of systems.
- Maintain the confidentiality of customers at all times.
- Participate in Boys & Girls Club staff and leadership meetings as required.
- Assist in the facilitation of the Boys & Girls Club Family Advisory Council.
- Assist in the coordination of community resources at Boys & Girls Club Events.
- Other duties as assigned.

Required Qualifications:

- Associates Degree in Human Services or related field. Equivalent work experience to be considered.
- Desire and ability to work with youth, families, community members and agencies.
- Knowledge and familiarity with local, state and government resources.
- At least 21 years of age.
- Driver's License with an approved driving record.
- Successful completion of FBI Fingerprints and eligibility as a Caregiver by the Department of Children and Families
- Successful completion of drug test, physical examination and tuberculosis testing.
- Ability to exhibit a high level of organizational skills and able to prioritize multiple customers/projects simultaneously.

Preferred Qualifications:

- Bachelor's in Social Work, Psychology Child Development, Family Studies, Public Health, or related field preferred.
- Qualification as a Child Care Worker in one of the following ways:
 - DPI Teaching License or DPI Child Care Assistant Teacher Certificate; or
 - Two non-credit department-approved courses in early childhood education; **or**
 - Two courses for credit in early childhood education or equivalency from an institution of higher education or approved certifying partner; **or**
 - Certificate from The Registry indicating that you qualified as a child care teacher; or
 - Willingness to self-study and obtain certification within 90 days of hire.

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 Community Resource Specialist

1818 West Beltline Highway

Madison, WI 53713

Phone: (608) 257-2606

Email: lrowell@bgcdc.org