



**BOYS & GIRLS CLUB**  
OF DANE COUNTY

**Title:** Education Curriculum Manager – Sun Prairie

**Pay and hours:** 15.00 per hour – Part-time

**Reports To:** Director of Club-Based Education

**Position Summary:**

Education Curriculum Manager will be responsible for implementing educational programming for students in 8<sup>th</sup>-12<sup>th</sup> grade during after-school programming. Educational programming includes high-yield learning activities through both enrichment activities and tutoring support. The Education Curriculum Manager should be encouraging and engaging for children and will maintain the integrity of the Boys & Girls Club of Dane County's mission and goals, demonstrating the Club culture and values at all times.

**Essential Duties and Responsibilities:**

- Supporting all educational programming, including homework support and extended learning activities
- Demonstrating a clear understanding of Common Core standards
- Creating a safe environment that facilitates learning
- Facilitating education-based lesson plans in the Learning Center
- Establishing order within the Program Center by ensuring daily set-up and clean-up of all materials used during the program
- Engaging in one-on-one and group tutoring
- Tracking student involvement and student performance
- Maintaining detailed documentation of tutoring sessions with the intent to improve practice based on previous notes
- Participating in Summer Camp educational programming
- Serving as a chaperone on educational field trips and/or special events
- May be required to drive Club van
- Assisting with volunteer recruitment, training, and supervision in the Program Center
- Supporting group leaders, teachers, and direct-care staff with educational updates and training
- Completing paperwork and administrative duties may be included
- Participating in weekly staff meetings
- May be required to perform job duties at an alternate site location
- Assisting in the completion of required reports
- participate in Club staff meetings
- attend training and staff development sessions

**Preferred Qualifications:**

- A one-year child care diploma from an institution of higher education; or
- Teacher Certification in elementary or middle school or equivalent experience tutoring/teaching youth; or
- An associate degree or higher in early childhood education or child care from an institution of higher education.
- Experience developing/evaluating lesson plans
- Proficiency in reading, math, and/or science
- Bilingual skills are a plus but not required
- Ability to relate well with children ages 12-18
- Excellent organizational, written, and verbal communication skills
- Excellent problem-solving and decision-making skills
- Experience working in diverse environments

**How to Apply:**

Please email or mail a cover letter and resume to [tdyer@bgcdc.org](mailto:tdyer@bgcdc.org):

Boys & Girls Club of Dane County  
Attn: Human Resources  
1818 West Beltline Hwy  
Madison, WI 53713