



**BOYS & GIRLS CLUB**  
OF DANE COUNTY

**Title:** Lead Teacher Specialist – Sun Prairie

**Pay and Hours:** starting at \$12.83 per hour

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

**Position Summary:**

The Boys and Girls Club of Dane County is looking for a Lead Teacher Specialist in Education at our Prairie Phoenix Academy Partnership Location. This position will typically be from 2:00pm – 6:30pm, Monday through Friday. This position will work with teens (ages 12-18), rotating between programming areas. This position will work closely with conducting the education and mentoring program areas to plan, implement, supervise, and evaluate activities and programs provided within the different program areas. This position also includes occasional evenings/weekend hours to accommodate special events.

**Essential Duties and Responsibilities:**

1. Create and implement fun and exciting activities that inspire participation.
  - include both genders and all age groups
  - creation of daily program and lesson plans; preparation of necessary materials
  - communicate positively and create relationships with members and parents
  - provide positive guidance and role modeling to members
  - creative and flexible adaptation of programs and activities as necessary
2. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance of the branch at all times.
  - maintain safety by ensuring equipment and environment are appropriately maintained
  - supervise activity areas to limit injuries
  - apply appropriate guidance and discipline techniques
3. Ensure a productive work environment by working within team environment.
  - participate in Club staff meetings
  - attend training and staff development sessions
4. Complete appropriate reporting according to organization and grant requirements

**Preferred Qualifications:**

- High School Diploma
- A one-year child care diploma from an institution of higher education preferred
- The ability to work independently and in a team setting.
- The ability and desire to work with school-age children (12-18) in a variety of settings.
- Strong verbal, written, and communication skills.
- At least 18 years of age.
- CPR/First Aid Certification required.

**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