



**Location:** Allied Family Center, Taft Street Center, Sun Prairie Center

**Title:** Assistant Group Lead Teacher

**Reports to:** Assistant Club Director & Club Director

**Status:** 23.5 hours/weekly: Typical Schedule: Monday: 1pm-6:30pm & Tuesday- Friday 2:00pm-6:30pm

**Pay Range:** \$10.00 - \$11.00/hour

### **Position Description:**

This position will typically work the hours of Monday 1:00pm-6:30pm and Tuesday-Friday 2:00pm-6:30pm. This position will work with school aged youth (5-13 years of age) in an out of school time environment. This position will work closely with other staff, will plan, implement, supervise and evaluate activities and programs provided for youth. This position may include occasional evenings/weekend hours to accommodate special events and additional daytime hours for early-release and non-school days.

### **Responsibilities Include:**

- Assists in planning and implementing developmentally appropriate, engaging activities for school age youth (5-13 years of age) using Boys & Girls Clubs of America Curriculum and the YoungStar School-Age Curricular Framework.
- Providing positive guidance, role modeling and daily support to members with guidance from assigned Group Lead Teacher(s).
- Escorting members throughout facility providing sight and sound supervision at all times.
- Maintaining an environment that is supportive to volunteers and supports partnerships with community organizations.
- Arranges program spaces to meet developmentally appropriate learning environment standards.
- Cleans, disinfects and sanitizes program materials and equipment.
- Assists in implementation of grant funded programs and outcomes.
- Adherence to all regulations as specified in DCF 251.
- Contributing to the overall Club climate for youth development that includes but is not limited to program collaboration, attendance and active participation in staff meetings and trainings (daily, weekly, organizational), appropriate discipline of members when necessary and attendance at club special events as communicated by supervisor.
- Other duties as assigned

### **Child Care Staff Qualifications:**

- At least 18 years of age
- High School Diploma/GED/HSED preferred
- Eligibility as a Caregiver by the Department of Children and Families
- Successful completion of drug screening, physical examination and tuberculosis testing
- CPR certification required within 6 months of assuming the role
- The ability and desire to work with youth in a variety of settings.
- Strong verbal, written, and communication skills.

### **Staff must be certified in one of the following ways:**

- DPI Assistant Teacher Certificate; **or**
- 15-hour school age assistant course within 6 months of assuming the role; **or**
- One non-credit department approved course within 6 months of assuming the role

Boys & Girls Clubs 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](mailto:lrowell@bgcdc.org) or by US Mail to:

### **Human Resources**

C/o Assistant Group Lead Teacher  
1818 West Beltline Highway  
Madison, WI 53713  
Phone: (608) 257-2606  
Email: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)