



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

Title: Group Lead Teacher

Reports to: Assistant Club Director & Club Director

Status: 23.5-28 hours/weekly: Typical Schedule: Monday: 1pm-6:30pm & Tuesday- Friday 2:00pm-6:30pm

Pay Range: \$13.27 - \$17.00/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:

- Planning and implementing developmentally appropriate, engaging activities for school age youth (5-13 years of age) using Boys & Girls Club of America Curriculum and the YoungStar School-Age Curricular Framework.
- Providing positive guidance, role modeling and daily support to members.
- Maintaining an environment that is supportive to volunteers and supports partnerships with community organizations
- Implementation of grant funded programs and outcomes.
- Adherence to all regulations as specified in DCF 251.
- Participation in The Registry and YoungStar program evaluation.
- 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
- Eligibility as a Caregiver by the Department of Children and Families
- Successful completion of drug test, physical examination and tuberculosis testing.
- 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 Teaching License (Elementary, Early Childhood, Grades 1-8) **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 *and* at least 48 post-secondary credits; **or**
- Certificate from The Registry indicating that you qualified as a child care teacher
- At least 120 days experience in a licensed child care facility or equivalent experience

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 or by US Mail to:

Human Resources

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