



BOYS & GIRLS CLUB
OF DANE COUNTY

Title: Learning Center Teacher

Pay and Hours: \$10.00 – Not Qualified for Lead Teacher Status

\$12.83 – Meets qualifications for Lead Teacher Status

Monday-Friday 1pm-6pm

Reports To: Club-Based Education Director

Position Summary:

The Learning Center Teacher will be responsible for implementing educational programming for students in 1st -8th grade during afterschool programming. Educational programming includes yield learning activities through both enrichment activities and tutoring support. The Learning Center Teacher should be encouraging and engaging for children and will maintain the integrity of the Boys & Girls Club of Dane County 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 educational based lesson plans in the Learning Center
- Establishing order within the Learning 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 Learning Center
- Support group leaders teachers and direct care staff with educational updates and training
- Some paperwork and administrative duties may be included
- Participating in weekly staff meetings
- May be required, to perform job duties at an alternate site location

Preferred Qualifications:

- Two non-credit department-approved courses in early childhood education; or
- Two courses for credit in early childhood education or its equivalent from an institution of higher education; or
- Certificate from The Registry indicating that you qualify as a child care teacher; or
- 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;
- Willingness to self-study and obtain certification within 60 days of hirer.
- 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 7-14
- 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 lrowell@bgcdc.org:

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