



**Location:** Patrick Marsh Middle School

**Title:** Counselor

**Reports to:** Site Coordinator, Sr. Club Director/AVP of Operations

**Status:** up to 28 hours/weekly

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

**Position Description:**

This position will typically work the hours of Monday-Friday 2:45pm-6:15pm. This position will work with middle school aged youth (10-14 years of age) in an out of school time environment focusing on programming in the outdoors and with an appreciation of the natural 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 middle age youth (10-14years of age) using Boys & Girls Clubs of America Curriculum and/or the YoungStar School-Age Curricular Framework focusing on the natural environment and the outdoors.
- Providing positive guidance, role modeling and daily support to members under the guidance of the Site Coordinator.
- Ensuring safety of members and the environment through sight and sound supervision and maintaining equipment.
- Implementation and tracking of grant funded programs and outcomes as necessary.
- Adherence to all regulations as specified in DCF 252.
- 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 under the guidance of the Site Coordinator and/or supervisor and attendance at club special events when required.
- Other duties as assigned.

**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 screening, physical examination and tuberculosis testing
- CPR and First-Aid certification prior to assuming role (provided by Organization)
- At least 24-hours of training prior to assuming role (provided by Organization)
- The ability and desire to work with youth in a variety of settings.
- Flexibility, adaptability and desire to work in a team environment.
- May require valid Driver's License with clear driving record

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 Counselor  
1818 West Beltline Highway  
Madison, WI 53713  
Phone: (608) 257-2606  
Email: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)