



Location: Prairie Phoenix Academy Partnership Program, Sun Prairie

Title: Lead Teacher-Specialist

Reports to: Director of Club-Based Education

Status: Up to 22.5hours/weekly

Pay Range: \$13.00/hour

Position Description:

This position will typically work the hours of Monday-Friday 2:00-6:00pm at the Prairie Phoenix Academy Partnership Location. This position will work with adolescents (12-18 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 focusing on high-yield learning activities such as enrichment and tutoring support. This position may include evenings/weekend hours to accommodate special events.

Responsibilities Include:

- Planning and implementing developmentally appropriate, engaging activities for adolescents (12-18 years of age) within guidelines as outlined by 21st Century Community Learning Center grant requirements and Common Core Standards.
- Providing positive guidance, role modeling and daily support to members.
- Ensuring safety of members and the environment through sight and sound supervision and maintaining equipment.
- Implementation and tracking of grant funded programs and outcomes.
- 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 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
- Associate Degree preferred
- Eligibility as a Caregiver by the Department of Children and Families
- Successful completion of drug screening, physical examination and tuberculosis testing.
- May require CPR certification within 6 months of assuming the position.
- The ability and desire to work with youth in a variety of settings.
- Flexibility, adaptability and desire to work in a team environment.
- At least 1-year experience implementing activities for youth and/or developing and evaluating lesson plans preferred.
- Proficiency in Language, Arts, Mathematics and/or Science and Social Studies.

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