



Location: Sun Prairie Patrick Marsh
Title: Site Coordinator
Reports to: Sr. Club Director
Status: Part-Time, up to 28 hours weekly
Pay Range: \$16.50

Position Description:

This position will work with middle school youth (10-14 years of age) in an out of school time environment focusing on programming outdoors and an appreciation of the natural environment. The Site Coordinator oversees the Boys & Girls Club Patrick Marsh Day Camp program located in Sun Prairie with the primary concerns for program development, quality, implementation; staff development; supervision of staff; compliance with WI Administrative Code and BGCA initiatives and standards.

Responsibilities Include:

- Daily oversight of program quality, child safety and program implementation.
- Ensure a range of programs that are age appropriate and oriented to the outdoors with an appreciation of the natural environment are offered.
- Supervise all off-site Club field trips.
- Administer first-aid, medications and CPR as necessary.
- Assuming vacancies as a Counselor and assisting in counselor-to-child ratio as needed.
- Providing positive guidance, role modeling and daily support to members.
- Maintaining an environment that is supportive to volunteers and supports partnerships with community organizations.
- Assisting in grant funded programs, outcomes and reporting.
- Adherence to and enforcing all regulations as specified in DCF 252.
- Implement financial tools that are provide by organization including the process of handling all program membership fees.
- 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 21years of age
- High School Diploma/HSED/GED
- Successful completion of drug test, physical examination and tuberculosis testing
- Eligibility as a Caregiver as determined by the Department of Children and Families
- Valid Driver's License with an approved driving record and at least 1-year experience driving
- Bachelor's degree from an accredited college or university in Education, Early Child Education, Child Psychology, Outdoor Education, Social Work, Human Development and or Sports Management required
OR At least 2 years' supervisory or administrative experience in an organized camp or children's program
- CPR and First Aid Certification required
- The ability and desire to work with youth in a variety of settings
- Strong verbal, written, and communication skills
- The ability to work independently and in a team setting

Boys & Girls Club 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 Site Coordinator
1818 West Beltline Highway
Madison, WI 53713
Phone: (608) 257-2606
Email: lrowell@bgcdc.org