



**Location:** Allied Family Center, Taft Street Center,

**Title:** Teens Specialist

**Reports to:** Associate Director of Teens & Recreation

**Status:** 28hours/weekly (Nights/Weekend Hours)

**Pay Range:** \$10.00 - \$14.00/hour

**Position Description:**

This position will typically work the hours of Monday 2:30pm-8:30pm and Tuesday-Friday 3:30pm-8:30pm. This position will work with adolescents (13-18 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 the needs and interests of adolescents. This position includes evenings/weekend hours and may include additional daytime hours for early-release and non-school days.

**Responsibilities Include:**

- Planning and implementing developmentally appropriate, engaging activities for adolescents (13-18 years of age) using Boys & Girls Clubs of America Curriculum and Boys & Girls Club of Dane County in the 5 Key Areas of Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts and Sports, Fitness & Recreation.
- 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 21 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 certified within 6 months of assuming the position.
- The ability and desire to work with adolescents in a variety of settings.
- Flexibility, adaptability and desire to work in a team environment.
- At least 1-year experience prior youth development experience.
- Evening/Weekend Availability
- May be required to drive Club vans

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