



**Title:** Associate Club Director  
**Reports to:** Club Director  
**Status:** Full-Time, Exempt  
**Pay Range:** \$30,000

**Position Description:**

This position supports overall Club operations with the primary concern for Teen programs (members ages 13-18). This position plans, facilitates and implements innovative programs for Teens and supports administrative tasks as assigned by the Club Director. This position will supervise staff, interns and volunteers. This position may fill vacancies outside of program duties. The individual must be creative, energetic, be able to work with minimal supervision and take initiative. This position includes working evenings daily and occasional weekend hours to accommodate special events and Club activities. This position also supports the youth program (members ages 5-12).

**Responsibilities Include:**

- Planning and facilitating a range of engaging programs designed for adolescents ensuring a quality and optimal Club experience that is inclusive of all members.
- Managing performance of assigned staff.
- Assisting in implementation of financial tools provided by the organization.
- Providing positive guidance, role modeling and daily support to members.
- Maintaining an environment that is supportive to volunteers and sustains partnerships with community organizations.
- Assisting in grant funded programs, outcomes and reporting.
- Monitoring daily attendance and membership goals.
- 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(s).
- Other duties as assigned.

**Child Care Staff Qualifications:**

- At least 21 years of age
- High School Diploma/HSED/GED
- Valid Driver's License with an approved driving record and at least 1-year experience driving
- Eligibility as a Caregiver as determined by the Department of Children and Families
- Successful completion of drug screening, physical examination and tuberculosis testing
- Associate Degree in Human Services, Sports Management or other related degree preferred or equivalent experience
- One-year full-time work experience in non-profit agency with supervisory experience; or an equivalent experience
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision and budget management
- The ability and desire to work with Youth and Teens in a variety of settings
- CPR Certification within 3 months of assuming role
- Lead Teacher certified within 6 months of assuming role
- 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 [Irowell@bgcdc.org](mailto:Irowell@bgcdc.org) or by US Mail to:

**Human Resources**

C/o Associate Club Director  
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