



**Location:** The McKenzie Family Boys & Girls Club, Sun Prairie

**Title:** Early Childhood Assistant Lead Teacher

**Reports to:** Assistant Club Director & Club Director

**Status:** Part-Time, Up to 28 hours/week, Non-Exempt

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

### **Position Description:**

This position will work with preschool aged youth (2.5-5 years of age) in a full-day licensed early childhood environment with the typical hours of 7:00 am-12:30 pm or 12:30-6:00 pm Monday-Friday. This position works with assigned classrooms with the primary responsibilities of assisting in implementation of activities for preschool youth and to ensure the well-being and safety (physical and emotional) of the children assigned to their care. This position will work closely with other staff. This position may include occasional evenings/weekend hours to accommodate special events.

### **Responsibilities Include:**

- Assist in the planning and implementing developmentally appropriate, engaging activities for preschool age youth (2.5-5 years of age) using the Wisconsin Model Early Learning Standards and a play-based learning approach.
- Providing positive guidance, role modeling and daily support to children under the guidance of the Early Childhood Lead Teacher.
- Assist in maintaining an environment that is supportive to volunteers and supports partnerships with community organizations.
- Adherence to all regulations as specified in DCF 251.
- Assisting in grant implementation 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), applying appropriate child guidance techniques when necessary under the supervision of the Early Childhood Lead Teacher and attendance at club special events as communicated by supervisor.
- Other duties as assigned

### **Child Care Staff Qualifications:**

- High School Diploma/GED/HSED
- 18 years of age or older
- Prior experience working with preschool age youth preferred
- Eligibility as a Caregiver by the Department of Children and Families
- Successful completion of substance abuse screening, physical examination and tuberculosis testing
- The ability and desire to work with preschool youth
- Strong verbal, written, and communication skills

### **Additional Requirements:**

- One non-credit department-approved course in early childhood education (Provided by Organization);  
or DPI Assistant Teacher Certificate
- Shaken Baby Syndrome and Sudden Infant Death Prevention Certified (Provided by Organization)
- Infant/Child CPR & AED certified within 3 months of hire (Provided by Organization)

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