



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

Title: Early Childhood Lead Teacher

Reports to: Assistant Club Director & Club Director

Status: Full-Time, Exempt

Pay Range: \$27,000-\$35,000 annually with benefits, based on experience

Position Description:

This full-time position will work with preschool aged youth (2.5-5 years of age) in a full-day licensed early childhood environment. This position will be assigned to a classroom with the primary responsibilities of implementing and evaluating 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:

- 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.
- Maintaining an environment that is supportive to volunteers and supports partnerships with community organizations.
- Implementation of grant funded programs and outcomes.
- Adherence to all regulations as specified in DCF 251.
- Participation in The Registry and YoungStar program evaluation.
- 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 and attendance at club special events as communicated by supervisor.
- Other duties as assigned

Child Care Staff Qualifications:

- At least 18 years of age
- High School Diploma/GED/HSED
- One-year experience in a licensed childcare environment preferred
- Associate Degree in Early Childhood Education or DPI Teaching License in Early Childhood or Elementary Education 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
- May require valid WI driver's license with 1-year driving experience and an approved driving record

Additional Requirements:

- 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)
- Registry Certificate of Achievement Level 3 or above with qualification as a Teacher required.
- At least 320 days experience in a licensed childcare program required.

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