



Location: Allied Family Center
Title: Assistant Club Director
Reports to: Club Director
Status: Full-Time, Exempt
Pay Range: \$34,000

Position Description:

This full-time position supports overall Club operations supporting Youth and Teen programs (members ages 5-18 years of age). This position operates within the Club as a licensed child care facility with the primary duties for daily program development; quality and implementation; staff development; supervision of staff; and assisting with budget management. This position models and reinforces compliance with WI Administrative Code for Group Child Care Centers. This position is required to work special events and occasional nights/weekends.

Responsibilities Include:

- Daily oversight of program quality, child safety (physical and emotional) and program implementation.
- Implement an engaging diversification of programs designed for school-age youth and teens creating an optimal Club experience that is inclusive of all members.
- Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Implementation of financial tools provided by the organization.
- Maintain an environment that is supportive to volunteers and sustains partnerships with community organizations.
- Support grant funded programs, outcomes and reporting.
- Monitor and communicate average daily attendance (ADA) and total membership goals.
- Understanding of membership tracking software and enrollment process.
- 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 positive child guidance of members when necessary and attendance at club special events as communicated by supervisor(s).
- Other duties as assigned to support organization's mission and Club Director.

Child Care Staff Qualifications:

- 21 years of age or older
- High School Diploma/HSED/GED
- Valid WI Driver's License with an approved driving record and at least 1-year experience driving preferred
- Eligibility as a Caregiver as determined by the Department of Children and Families
- Successful completion of substance abuse screening, physical examination and tuberculosis testing
- Associate Degree in Early Childhood Education, Human Services, Sports Management or other related degree preferred
- Bachelor Degree in Early Childhood Education, Elementary Education, Social Work, Sports Management or other related degree preferred
- Two-years full-time work experience in non-profit agency with at least one-year experience as a child care teacher or center director in a licensed child center and/or supervisory role; 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 in a variety of settings
- Infant/Child CPR & AED Certification within 3 months of assuming role
- Registry Certificate of Achievement Level 3 or above with 6 months of assuming role

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 Assistant Club Director
1818 West Beltline Highway
Madison, WI 53713
Phone: (608) 257-2606 Email: lrowell@bgcdc.org