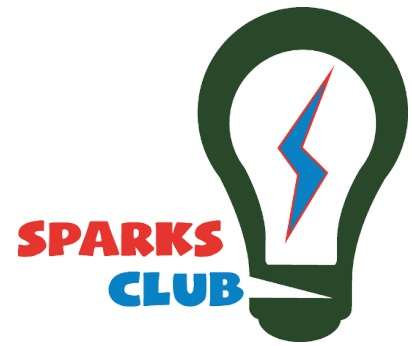


POSITION DESCRIPTION

Title:	Licensed Teacher (CLC Sparks Club)
Reports to:	Director of Operations
Location:	344 Broadway St. Berlin, WI
Shift:	Monday- Thursday 4:00 pm-5:00 pm plus 1 hour of planning
Pay:	\$25/hour



Job Summary:

Licensed Teachers will be responsible for leading after school enrichment activities for youth ages 6-12 as part of the Sparks Club program, held at the Boys & Girls Club of the Tri-County Area. This position will work closely with the Site Director and Club staff to plan, implement and evaluate comprehensive and well-rounded programs, as part of the 21st Century Community Learning Center (CLC) grant awarded to the Berlin Area School District, in partnership with the Boys & Girls Club of the Tri-County Area. This position will require someone who can develop, lead and implement programs that are impactful and fun. Areas of focus are academic success, healthy lifestyles, and character & leadership.

Qualifications:

- Licensed teacher
- Experience working with youth & knowledge of child development
- Proven ability to motivate youth & manage behavior problems
- Exceptional communication skills, both verbal and written
- Exceptional organizational skills
- Ability & commitment to be a role model and promote a lifestyle of health, wellness and fitness to members and their families
- Mandated child abuse reporter
- Knowledge of PBIS (preferred)
- Certified in CPR/First Aid (preferred)

Job Responsibilities:

- Foster fun & creativity in a high energy, fast-paced environment
- Promote and stimulate program participation
- Recruit new members and advocate for children to participate in Sparks Club
- Provide guidance and role modeling to members
- Effectively implement and administer programs, services and activities as assigned
- Prepare periodic activity & outcome measurement reports
- Work closely with school and Club leadership
- Ensure that safety is the highest priority of all Club programs and activities

Physical and Mental Requirements:

- Must be able to interact physically with children during program activities
- Ability to sit or stand for long periods of time
- Ability to lift a minimum of 50 pounds
- Must be able to think clearly and concisely
- Must be able to function in a loud environment with high energy interacting with multiple-aged members
- Must be able to work in a variety of environments, including outdoor activities and possible field trip assignments

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date