

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

## POSITION DESCRIPTION

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<b>TITLE:</b>	<b>Lead Teacher</b>
<b>DEPARTMENT:</b>	<b>Licensed Programs</b>
<b>REPORTS TO:</b>	<b>Site Director</b>
<b>STATUS:</b>	<b>Varies</b>
<b>HOURS:</b>	<b>6:00 am to 6:30 pm variable</b>

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### POSITION DESCRIPTION

Under the supervision of the Site Coordinator, the Lead Teacher will assist in planning, preparing materials and implementing a variety of materials and resources to promote physical, mental and social development for youth ages birth to age 12 (depending on age group assignment). The Lead Teacher visibly enjoys working with children, strives to create an environment that is safe and fun while helping members build confidence and skills. The Lead Teacher fosters positive relationships with children, families, staff and community members. The Lead Teacher should be passionate about implementing great programming in a fast paced and busy environment.

### KEY RESPONSIBILITIES

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program. Activities should also be consistent with the organization's mission and priority outcome areas.
- Adapt teaching methods and instructional materials to meet children's varying needs and interests.
- Observe and evaluate children's performance, behavior, social development and physical health.
- Contribute to the creation of the Club's overall climate for youth development and success.
- Establish and enforce rules for behavior and procedures for maintaining order.
- Work to maintain upkeep of equipment.
- Manage program supplies.
- Help to maintain organization and cleanliness of classroom.
- Enforce administrative policies and procedures and Washington Administrative Codes (WAC's).
- Work with the Site Coordinator in ensuring that we are abiding by Early Achievers guidelines and requirements.
- Attend required meetings and trainings in order to maintain and improve professional competence.
- Help, under the guidance of the Site Coordinator, lead assistant staff.

- Other duties as assigned.

### **OTHER RESPONSIBILITIES**

- Ensure a healthy and safe environment
- Implement goals, objectives, policies procedures and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties as specified by the Site Supervisor or Director of Licensed Programs.

### **CORE PERFORMANCE CATEGORIES**

- Reading & answering emails promptly; carrying out directives by supervisor, communication of needs at least one week in advance for materials and supplies
- Prepare and complete daily activity tracking and enter information into Vision/ E-tapestry
- Ensure inviting and friendly atmosphere
- Per each program requirements all paperwork must be completed completely and accurately as needed

### **ADDITIONAL RESPONSIBILITIES**

- Exercise authority in problems relating to members, coaches, referees or umpires.
- Handle other duties and responsibilities as deemed necessary or important as assigned by The Site Director or Director of Licensed Programs.

### **RELATIONSHIPS**

**Internal:** Maintains close working relationships with all staff at Boys & Girls Clubs

**External:** Builds a welcoming and collaborative relationship with parents and community members

### **SKILLS/KNOWLEDGE REQUIRED**

- Minimum of 2 years' experience working with youth ranging in age from birth to elementary age
- Must be at least 21 years of age
- State Short Certificate (Preferred)
  - Must be willing to obtain within two years of hire
- Experience working in a program that participates in Early Achievers (Preferred)
- Experience in program planning
- Strong classroom and behavior management skills
- Clean driving record and the ability to drive a Club vehicle to transport youth (preferred)
- Ability to remain poised, positive, and energetic in a busy work environment
- Ability to plan and manage multiple tasks and to develop solutions to problems
- Strong verbal and written communication skills
- ECE College Certificate (Preferred)
  - Must be willing to obtain within five years of being hired
- 30-Hour STARS Certificate (Preferred)
- Tuberculosis Test (required before hire)
- CPR/First Aid Card and Blood Borne Pathogens/HIV Training (required before first day of work)
- Blood Borne Pathogens Training (required before first day of work)
- Food Handlers Card (required before first day of work)

## **TRAINING and LOCATION**

The State of Washington mandates that licensed childcare workers hold the following certificates

Immunization in Childcare, Mandated Reporter: Recognizing Child Abuse, Medication Management, Disaster & Emergency Preparedness and Families Experiencing Homelessness

These must be obtained prior to beginning your employment with Boys & Girls Clubs of Whatcom County, but will be reimbursed if you provide the certificate and receipt of payment that demonstrates that these were completed within the past 60 days.

Additional professional development is required to be completed within 90 days of hire; staff who do not complete this professional development will not continue with employment beyond their probationary period.

While it is the goal of Boys & Girls Clubs of Whatcom County to assign you a location for work, we reserve the right to assign you with 24 hour's notice a different location within our organization.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

## **DISCLAIMER**

The job description in no way states or implies these are the only duties to be performed by the Lead Teacher. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Site Director and Director of Licensed Programs. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.