



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# LEAD TODDLER TEACHER

---

## SUPERVISOR

Early Learning Area  
Director and  
Site Coordinator

## STATUS

Full-time, hourly

## STARTING SALARY RANGE

\$16.37-18.98  
DOQ/DOE/Hour

\$.50/hr additional pay  
for bi-lingual staff  
(assessment required)

## BENEFITS

Medical Insurance

Dental/Vision

401K (pending  
eligibility requirements)

Staff Childcare  
Discounts

Paid Holidays

## ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## POSITION SUMMARY

Under the supervision of the Site Coordinator, the Lead Toddler 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 2-3 years of age. The Lead Toddler 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 Toddler 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.

## QUALIFICATIONS

- Minimum of 2 years' experience working with youth ranging in age from birth-preschool
- State Short Certificate (Preferred)
- Experience working in a program that participates in Early Achievers (Preferred)
- Experience in program planning
- Strong classroom and behavior management skills
- 21 years of age or older
- Clean driving record and the ability to drive a Club vehicle to transport youth
- 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 Credits (Preferred)
- 30-Hour STARS Certificate (Preferred)
- Tuberculosis Test (Preferred)
- CPR/First Aid Card and Blood Borne Pathogens/HIV Training (Preferred)
- Food Handlers Card (Preferred)

## **JOB FUNCTIONS**

- 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.

## **APPLICATION PROCESS**

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org).  
Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

---

**GREAT FUTURES START HERE.**