



Boys & Girls Club of Detroit Lakes
150 Richwood Road, P.O. Box 83, Detroit Lakes MN 56501

(218) 847-5700 www.bgcdl.org

Job Title Assistant Preschool Teacher

Department LEaP Clubbie Care

Reports To Lead Teacher

FLSA Status Non Exempt

Job Description Summary

The LEaP Clubbie Care at Boys & Girls Club of Detroit Lakes is a place for young children 3-6 years of age to Learn, Explore and Play in a safe and encouraging setting. Staff work as a team to guide the development of the children with curriculum guided by the Minnesota Early Childhood Indicators of Progress (ECIPS) (the early learning standards) that develops the well-being, belonging, and academic success of all students. The assistant teacher assists in implementation of activities and events in the program. Maintain ratios, supervise children and support the lead teacher. Follow policy and procedures that promote the safety of members, ensure quality of programs and appearance of the Club at all times.

Job Responsibilities

- Supports the day to day policy/procedures and programming for LEaP Clubbie Care.
- Understand the mission, vision and goals of the Club.
- Assists in planning, implementing, facilitating, supervising and evaluating all educational programs, activities and events
- Provide guidance and role modeling to our members
- Documentation of participants in all programs/activities
- Mentor and inspire children, adults and volunteers in the creative process
- Respect confidentiality of Club families and staff.
- Other assigned duties

Skills/Knowledge

Preferred Qualifications

- Knowledge and experience working with young children.
- Ability to work with club members, families, and others from diverse backgrounds
- Familiarity with State of MN Child Care Certification Rules and Regulations
- Familiarity with ECIPS and Creative Curriculum
- Ability to work as a team and maintain a positive work environment, support staff and enforce program rules consistently.

Other Requirements:

- CPR and First Aid certifications
- Pass a background check