



JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Do you enjoy the laughter of children, value relationships and feel collaboration is the way to work together as a team? If you answered yes, you may be who we're looking for! Wisconsin Youth Company has an opening for a site supervisor. We are looking for an individual who likes daily variety, enjoys meeting new people, and works well with children by providing a high-quality and safe place for children to play and learn.

AFTER SCHOOL Site Supervisor – school year-round position, \$12-15 per hour, non-exempt
30-40 hours per week, Monday through Friday
Program Location: Merton Elementary
Reports to program coordinator for Waukesha County

Position Summary: the site supervisor is responsible for the day-to-day operations of our AFTER SCHOOL program sites for children grades 4K-5 by implementing high-quality programs that is compliant with state licensing, YoungStar, company policies and risk management practices. The site supervisor will purchase supplies and follow company finance procedures, develop and maintain positive relationships with children, families, school personnel and others. Attend required meetings and complete other administrative duties as assigned.

Qualifications/Skills:

- Knowledge of DCF state licensing and YoungStar
- Excellent verbal, written and interpersonal communication skills
- Excellent decision-making and customer service skills
- Ability to cultivate and maintain positive relationships with children, families, school personnel and others
- Course work in Early Childhood Education I and II or school age equivalent OR
- Child development, elementary education, physical education or other child-related field
- Supervisory experience is preferred for this position
- At least three months full-time or 240 hours experience in a licensed child care provider preferred
- Must be able to assist in the daily set up and take down of the site
- Must be 21 years of age

Employment Benefits: we offer competitive salaries and a comprehensive benefit package for full-time employees including:

- Group health and dental insurance
- Flexible spending plan
- Company paid life insurance
- Company paid disability income coverage
- 403(B) contribution supported by employee contribution
- AFTER SCHOOL care program available at the following rate: first child- no charge, second child- 50% of regular program fees
- Generous sick/personal leave and holidays

**Complete Benefit Summary available upon request*

How to Apply: send cover letter and resume to hiringlecommittee@wisconsinyouthcompany.org

Equal Employment Opportunity and Affirmative Action Employer