



Wisconsin Youth Company Job Announcement

AFTER SCHOOL Site Supervisor – Dane County 2016-2017 School Year

School year hourly, three quarter to full-time depending on assigned location

30-40 hours per week, Monday through Friday (before and after school hours/all-day on non-school days)

Reports to assigned program manager

Job Specifications: manage day-to-day operations of one of the AFTER SCHOOL program sites for children grades K-5. Implement a high quality school age program that is compliant with state licensing, YoungStar and company policies and practices including internal risk management practices. Develop and implement quality improvement plans. Conduct on-site training and continue on-going coaching and supervision of group leaders. Create and maintain a developmentally appropriate environment and implement daily programs to achieve the organization's goals. 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: candidates must be at least 21 years of age. Candidates must have at least two years of secondary education, with course work in Early Childhood I and II or school age equivalent. Preference given to candidates who have worked at least three months full-time or 240 hours for a licensed child care provider and are teacher qualified. A Bachelor's degree in child studies, elementary education, physical education or other child-related field is preferred. Supervisory experience is preferred for this position. Must be able to assist in the daily set up and take down of the site.

Compensation and Benefits: starting salary range of \$12-15 per hour. Training and professional development provided. Benefits include paid holidays and personal leave. The company pays a portion of the monthly premium toward single coverage health and dental plans. Other benefits include access to a 125 Cafeteria plan and a 403 B retirement plan supported by employee contributions. Long and short term disability insurance is covered by employer paid premiums. As an additional benefit, employees wishing to enroll their own children in an applicable AFTER SCHOOL care program may do so according to the following rate: first child- no charge, second child -50% of regular program fees. Complete Benefit Summary available upon request.

AA/EOE