



AFTER SCHOOL SITE SUPERVISOR JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Are you looking for a meaningful career working with children? Do you enjoy daily variety and working with an energetic and passionate team? **Wisconsin Youth Company has multiple openings for the site supervisor position in our high-quality before and after school programs.** We are looking for responsible individuals who work well with children and their families by providing a welcoming, safe place for children to play and learn during non-school hours.

Position Summary: the site supervisor is responsible for daily operations of their assigned program. Responsibilities include lesson planning for children in grades K-5, managing a staff team, purchasing program materials, managing a monthly budget, and ensuring program quality. The site supervisor is responsible for fostering positive relationships with children, families and school personnel.

Qualifications/Skills:

- Must be 21 years of age
- Responsibly and safely manage a large group of children
- Cultivate and maintain positive relationships with children, families, school personnel, and others
- Excellent verbal, written and interpersonal communication skills
- Experience supervising other staff preferred
- 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 preferred
- Experience with DCF state licensing and YoungStar preferred

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

- Sick/personal leave and paid holidays
- Health and dental insurance
- Fitness membership reimbursement
- Paid training and certifications
- Professional development and opportunities for growth
- Merit raises based on performance evaluations
- Retirement plan
- Short and long-term disability insurance
- Life insurance
- Mileage reimbursement
- Enrollment in After School programs at a discounted rate, first child is no charge

**Complete Benefit Summary available upon request*

Site Supervisor: school year hourly position, starting at \$14.50 per hour, non-exempt
35-40 hours per week, Monday through Friday
Reports to assigned program manager

How to Apply: apply online at wisconsinyouthcompany.org/employment or send cover letter and resume to hiringcommittee@wisconsinyouthcompany.org. Application deadline is Friday, August 16, 2019.

Equal Employment Opportunity and Affirmative Action Employer

Program Locations in Dane County: Madison Metropolitan School District, Waunakee Community School District, Middleton Cross-Plains Area School District, Mt. Horeb School District

Program Hours:

After School

Madison Schools 1	1:15-5:45 p.m. Monday	2:47-5:45 p.m. Tuesday-Friday
Madison Schools 2	2:05-5:45 p.m. Monday	3:37-5:45 p.m. Tuesday-Friday
Middleton	2:40-5:45 p.m. Monday-Friday	
Mt. Horeb	3:15-5:45 p.m. Monday-Friday	
Waunakee	2:40-5:45 p.m. Monday-Friday	

Before School

Madison Schools 2	7-8:40 a.m. Monday-Friday
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Before school hours may be available at some program locations.