



**4K COORDINATOR  
JOB ANNOUNCEMENT  
WISCONSIN YOUTH COMPANY**

**Why work for Wisconsin Youth Company?**

- \$750 sign-on bonus!
- Wisconsin Youth Company values its staff. We provide competitive pay, a variety of benefits, and know the importance of work-life balance.
- We offer a dynamic environment and culture that is safe, friendly, inclusive and collaborative.
- The 4K coordinator position is the perfect full-time job that offers a mix of work-from-home and in-person opportunities.

**Apply online today at [wisconsinyouthcompany.org/staff/work-with-us/](http://wisconsinyouthcompany.org/staff/work-with-us/) or send cover letter and resume to [hiringcommittee@wisconsinyouthcompany.org](mailto:hiringcommittee@wisconsinyouthcompany.org).**

**Employment Benefits Include but are not Limited to:**

- Vacation & sick/personal leave
- 10 paid holidays each school year
- Health insurance
- Dental insurance
- Student loan paydown and college save up plans
- Fitness membership reimbursement
- Child care benefit- enrollment in Summer Day Camp and After School programs at a discounted rate, first child is no charge
- Paid training, professional development, and certifications. Opportunities for growth.
- Retirement plan
- Short- and long-term disability insurance; life insurance
- Mileage reimbursement

**Hours & Pay:**

Year-round, up to \$20 per hour, pay is based on education and experience  
40 hours per week, Monday through Friday

**Position Summary:**

The 4K coordinator plays a vital role in supporting out-of-school-time programs in Waukesha County through administrative tasks and direct program support. The 4K coordinator oversees five 4K Wrap programs and the staff working in those programs. Administrative duties include supporting with lesson planning, training, and quality improvement projects. The 4K coordinator is a member of the program team and will have the responsibility of supporting and substituting within 4K Wrap, Before School, After School, and summer programs on a daily basis.

**Qualifications/Skills:**

- Must be 21 years of age
- Ability to cultivate and maintain positive relationships with children, families, school personnel, and others
- Excellent verbal, written, and interpersonal communication skills
- Excellent decision-making skills
- Experience with early childhood, 4K or elementary children
- Experience supervising a staff team, preferred
- Course work in education or other child-related field, preferred
- Working knowledge of Microsoft Office and databases, preferred
- Experience with DCF state licensing and YoungStar preferred

**Equal Employment Opportunity and Affirmative Action Employer**