



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

- Position:**                    **Lead Teacher - 4K (PT-Temporary)**  
School Year Position (Through June 2017)
- Location:**                    South Milwaukee Region
- Hours:**                        11:30am-4:30pm, Monday-Thursday, 8:30am-4:30pm Fridays
- Reports to:**                School Age Education and Day Camp Director
- Wage Range:**                \$11.75 – \$14.95 per hour based on education and experience.

**Major Responsibilities:**

- Ensure that the care of the participants is a key priority through direct supervision of children by providing a nurturing and fun program environment that engages children and families
- Assist the Director in the overall development and growth of the programs
- Maintain accurate records and reports in compliance with state licensing and program requirements, such as sign-in check-out sheets, lesson plans, child enrollment and progress reports, attendance sheets, newsletters, etc.
- Responsible for adherence to all child care/day camp policies and procedures
- Direct supervision of group leader(s)/counselors at site including participating in the hiring, onboarding, training, and evaluation
- Actively create and manage all staff scheduling and ratios on a daily basis as directed
- Develop and ensure implementation of curriculum, daily schedule, licensing regulations are being followed and monitored at program site
- Demonstrate a positive and caring attitude while building relationships with children, staff, parents, and school community members
- Monitor and order supplies, snack, forms, and first aid equipment
- Possess working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; clearly and effectively communicate to parents, principals and program participants; promote other YMCA programs
- Maintain current certifications, staff file and continuing education requirements per state licensing, Accreditation, Early Head Start, YoungStar and YMCA policies for self and all site staff.
- Perform other duties assigned by supervisor and/or leadership staff

**Skills and Abilities:**

- Enjoys working with children
- Proven ability to have initiative, good judgment and ability to work independently
- Strong interpersonal skills with excellent written and oral communication skills
- Ability to manage multiple priorities
- Ability to work in and with diverse populations
- Must possess organizational skills
- Able to provide mature leadership
- Ability to create a fun environment, be flexible and share enthusiasm with teachers, participants, families and community

- Exhibit the core values of caring, honesty, respect and responsibility in all aspects of their work
- Must have understanding, patience, creativity, cooperative spirit, common sense, spiritual depth and commitment to working with youth and their families
- Competent computer skills necessary to perform job; Microsoft Office experience preferred
- Current driver's license, current automobile insurance and reliable transportation is required; ability to travel between multiple centers

**Qualifications:**

- DPI Licensure in Education preferred or a Bachelor's Degree in Early Childhood Education, Outdoor Education, Recreation, Social Work, Child Development, Youth Ministry or related field is preferred. (6 early education credits)
- Must be at least 21 years of age and possess a high school diploma or equivalent
- Required Trainings: Provided by the YMCA
- CPR-Pro, AED, and First Aid Certification is required (if not present, must be obtained within 6 months)
- Knowledge and integration of Wisconsin Early Model Learning Standards into daily routine preferred
- Knowledge or experience of portfolio assessment preferred
- Must complete fingerprinting requirement prior to first scheduled shift
- Must have 2 years previous experience working with children in a formal setting
- Minimum of 1 year supervisory experience or administration preferred

**Benefits:**

Temporary assignment benefits include free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:**                    **December 31, 2016**

**Apply Online:**            <https://apply.ymcamke.org>