



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Join the Y and help us to Transform Lives!

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Now Hiring:

Assistant School Age Education & Day Camp Director (FT)

Wage:

35,000 (based on meeting minimum education requirement and experience)
Range increases in correlation to education and experience

Location(s):

Milwaukee area

Responsibilities:

- Hire, onboard, train, manage, and evaluate School Age and Day Camp staff to achieve desired program outcomes; nurture and role model leadership skills in high performing "A" level team members through career development plans.
- Practice strong fiscal stewardship through assisting Director with the development and monitoring of an approved annual budget.
- Ensure School Age and Day Camp Programs are operating in accordance with the Young Star and Wisconsin Department of Early Care and Education rules and regulations for Child Care and Day Camps, including but not limited to staff patterns, ratios, equipment needs, program environment, surveys and records through sound operational practices. Be available to be in ratio during program hours, including opening and closing of sites.
- Assist Director and Accounts Receivable Department by following through with necessary parent payment notifications and processes. Ensure expenses for staff, snack, and supplies are within budget.
- Supervise School Age Education and Day Camp staff and programs by providing direction, leadership and support in the areas of programming and staff development.
- Develop and Implement age-appropriate curriculum and activities that are in keeping with all association and YMCA of USA guidelines.
- Maintain School Age Education and Day Camp programs meet the emotional, physical, intellectual and social needs of individual children through age-appropriate key experiences including safety and risk reduction.
- Assist with the development of staff meetings and ensure staff meet continuing education requirements; organize and be a lead in staff training and staff meetings, including required workshops or pre-School Age Education/Day Camp Trainings.
- Promote partnerships with families by addressing concerns and communicating program/site objectives.
- Accountable to School Age Education and Day Camp Director for execution of Association policies and procedures, licensing and Young Star standards.
- Assist with development and execution of strategic planning to support increased program quality and growth.

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE

- Perform all other duties as assigned by supervisor and/or Leadership staff.

Qualifications:

- Preferred candidate will have a Bachelor’s degree in Child Development, Education, Sports and Recreation or related field from an accredited college/university, course work includes six credits in early childhood education (Registry level 10 or higher)
- Must be at least 21 years of age
- 2+ years working in an organized children’s program
- 2+ years supervisory experience

SUPERVISORY RESPONSIBILITIES

Directly supervises employees and carries out supervisory responsibilities in accordance with the association’s policies, mission and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline: **December 16, 2018**
Apply Online: <https://apply.ymcamke.org>