



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.

**Join us and help transform lives!**

**Now Hiring:**

**4K Teacher (PT/FT)**

**Wage:** \$12.90-14.95 (based on education and experience)

**Location(s):**

Metro Milwaukee Area

**Hours:**

Full time 40 hours per week

Part time 29 hours per week

**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
- Develop and ensure implementation of curriculum, daily schedule, licensing regulations are being followed and monitored at program site
- 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, 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

*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**

- 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
- 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.
- 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- YMCA of Metropolitan Milwaukee provides scours (if not present, must be obtained within 6 months)
- Shaken Baby Syndrome is required-YMCA of Metropolitan Milwaukee provides course
- Knowledge and integration of Wisconsin Early Model Learning Standards into daily routine preferred
- Must complete fingerprinting requirement prior to first scheduled shift
- Must have 1 year previous experience working with children in a formal setting
- Minimum of 1 year supervisory experience or administration preferred

**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:**

**September 19, 2019**

**Apply Online:**

<https://apply.ymcamke.org>