



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Job Posting

**Position:** Before and After School Program Site Director 2017-18 School Year

**General Description:** The Site Director shall oversee the planning, implementing, supervising, and evaluating of daily recreational activities to provide adventure, enjoyment and develop social skills and interests in the children. The Site Coordinator shall act as the director of their site taking full responsibility of the program including supervising staff and children.

**Experience/Education:**

- 21 years or older preferred
- Course credit hours in Education or a related field pertaining to working with School Age children (5yrs-12yrs old) including a course in Child or Human Development OR completion of non-credit courses "Introduction to the Child Care Profession" & "Skills & Strategies of Child Care Teacher". Completed Administrator's and Leadership course.
- 2 years experience working with children
- Ability to provide proof of First Aid and CPR Certification
- Provide Wisconsin Registry within 3 months of hire at a Level 7 or higher rating
- Basic math and writing skills; excellent verbal communication skills
- Willingness to learn state licensing child care regulations and procedures for Group Day Care Centers
- Ability to work cooperatively with youth, parents, staff and community organizations
- Joy and satisfaction in working with children
- Ability to work independently
- Maintain a valid driver's license

Background check cannot contain offenses restricted by state law

**Salary Details:** Full Time; \$10.00-\$12.00

**How to Apply:** Submit resume (via e-mail or postal) documenting experience with cover letter or complete application to address below. Applications may be found on-line at [www.kenoshaymca.org](http://www.kenoshaymca.org)

**Resumes and Applications Accepted:** September 1, 2017 or until filled

**Contact Information:** Dr. Rachel Burton, Youth and Family Director  
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