

**Oshkosh Community YMCA
Job Opportunities
Fall 2016-Spring 2017**

**School Age Child Care Department
2016-2017 Before and After School Program**

***Please note that School Age programming runs in accordance with the Oshkosh Area School District calendar. Any time school is in session, staff are to work before and after school.**

The Oshkosh YMCA School Age Department is seeking outgoing, responsible, caring, and dedicated staff to work in our Before and After School Programs for the 2016-2017 school year. Programs run from September 1st, 2016 to June 9th, 2017. We are seeking individuals with availability Monday-Friday between the hours of 6 am-8 am (Before School) and 2pm-6pm (After School).

Administrators are extremely flexible with scheduling and class schedules, but will hire applicants with availability best suiting to the needs of each program location to maintain consistency for program participants.

Day to day activities include:

Homework and educational activities, outside play, group activities, team building lessons, arts and humanities, and science and nature projects.

Before School (Oakwood and Franklin)

Hours of operation:

Monday-Friday

6:00 am-8:00 am

After School (Carl Traeger, Franklin, Oaklawn, Oakwood, Omro, Read)

Hours of operation:

Monday-Friday

2:00 pm-6:00 pm

Oshkosh early release days, Wednesdays 12:15 pm-6:00 pm

Omro early release days, Wednesdays 1:30 pm-6 pm and Fridays 11:45 am-6 pm

Lead Teacher Duties:

- Planning and implementing weekly curriculum
- Assisting in on site weekly and monthly administration duties
- Assisting in staff supervision and direction
- Ensuring compliance with YMCA and State of Wisconsin licensing regulations
- Ensuring overall supervision of program participants and staff
- Communicating with supervisors, staff, and families consistently
- Maintaining an organized, safe, positive, and structured program environment
- Managing children's behavior in compliance with School Age conduct policies

Education:

6 credits in education or child development or two (45 hour) Department approved self- study courses.

Assistant Teacher Duties:

- Assisting in implementing weekly curriculum
- Ensuring compliance with YMCA and State of Wisconsin licensing regulations
- Ensuring overall supervision of program participants
- Communicating with supervisors, staff, and families consistently
- Assisting an organized, safe, positive, and structured program environment
- Managing children's behavior in compliance with School Age conduct policies

Education:

3 credits in education or children development or the 15 hour Department approved self-study course (can complete upon hire).

On scheduled days off of school, staffs are required to work the School Age day program. This is an all-day program held at the 20th Avenue YMCA from 6:30 am-6:00 pm. Different activities throughout the day at the YMCA.

***Please note that Erin Baranek, School Age Director, will be on maternity leave July-September 2016. Please contact Secelie Schaeffer, School Age Coordinator during this time.**

Please fill out the employment application, attach an unofficial transcript, and contact Secelie Schaeffer, School Age Coordinator, with any further questions.

Secelie Schaeffer

School Age Coordinator

(920) 230-8950

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Oshkosh Community YMCA

Downtown location

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