



**Oshkosh Community YMCA
Employment Opportunities
Winter Interim 2017 and Spring 2018**

School Age Child Care Department

2017-2018 Before and After School Program/Kid's Day Out 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 2017-2018 school year, this position includes the Kid's Day Out day program held at our 20th YMCA on scheduled days off for the school district.

Programs run from September 5th 2017 to June 10th 2018. We are seeking individuals with availability Monday-Friday between the hours of 6 am-8 am (Before School) and 2pm-6pm (After School). Availability for Kid's Day Out will vary.

Administrators are 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. The Y strives to provide high-quality programming for the youth in the community. All program use PBIS for behavior management and implement the Y's core values of honesty, caring, respect, and responsibility into activities and lessons.

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 in maintaining, 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).

Please fill out the employment application, attach an unofficial transcript, and contact Secelie Panske, School Age Director, with any further questions. Applications and transcripts can be dropped off or emailed to the below information.

*Employment does include a free YMCA membership.

Secelie Panske

School Age Director

(920) 230-8961

seceliepanske@oshkoshymca.org

Oshkosh Community YMCA

School Age Administration Office

Downtown location

324 Washington Ave.

Oshkosh, WI 54901