



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

COLLABORATION EMPOWER LEARN
WE ARE FAMILY
LEARN SUCCEED
THRIVE
CHANGE LIVES
PASSION
GROW
YOU MAKE A DIFFERENCE
PROSPER
GREAT
THRIVE
FOCUS
ON THE
FUTURE
CHANGE LIVES
CAUSE
FOURISH

21 CCLC SITE PROGRAM STAFF/ASSISTANT SOUTHERN DOOR SCHOOL

**WORK
AT THE Y!**

Under direction of the Site Director at Southern Door School, 21 CCLC Program Staff will work to implement an after school curriculum that advances the awarded 21st Century Community Learning Center Grant. The activity and project-focused curriculum will include extended learning opportunities in STEAM, visual/performing arts, and environmental education, as well as access to tutoring and homework help for 50+ students in grades K-5.



Successful candidates will be at least 18 years old to work independently, or 16 years old to work as an assistant and have experience working with elementary students; preferred candidates will also have an education background or interest in pursuing a degree in education or similar field.

The Y and Southern Door school district are collaborating to offer an evidence-based academic enrichment program designed to provide services to kids and families during the out-of-school hours to increase their chance of academic success. Join our team today and be a part of the success!

Starting Wage:

- \$10-11 per hour

Hours:

- This program operates during the out of school hours of the school year (3pm-5:30pm, M-F).

Multiple positions will be hired, with varying specific duties.

Applications being accepted. APPLY TODAY!

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

**FLEXIBLE
SCHEDULE**

**PROFESSIONAL
DEVELOPMENT**

**FREE
Y Membership**

**DISCOUNTS
ON Y
PROGRAMS**

IT'S FUN!
Be an integral part of two great community centered programs.

**BUILD
RESUME
SKILLS**

**CAUSE
DRIVEN**

Work with passionate people and help make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Northern Door Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **21CCLC Program Staff**

Job Code: SD21C, SDKID

FLSA Status: Part-Time / Hourly

Job Grade:

Reports to: 21CCLC Site Director

Revision Date: 7/31/19

Leadership Level: Leader

Department: Child Care

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Site Director program staff will provide a warm and loving environment where children will be safe, and can grow and learn in a positive environment, building positive self-esteem and the skills needed for advancing into the school years.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **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.

ESSENTIAL FUNCTIONS:

1. Supervise and implement activities that will accomplish 21st CCLC program goals and objectives.
2. Engage community partners and volunteers to ensure a culturally relevant and community oriented curriculum.
3. Broach sensitive topics carefully and respectfully to collaborate on solutions; work effectively with the staff teams and partners, and people of different backgrounds, abilities, opinions and perceptions to ensure a positive experience for all stakeholders.
4. Demonstrate understanding of student/family needs; ensuring the Y is accessible to all; actively engage participants at every age and ability. In all situations, effectively role model SMART service.
5. Collaboratively establish and consistently meet program goals and maintain ongoing program evaluation to ensure high quality and accurate records.
6. Effective communication with site director, parent, students, and school staff, and partners: listen for understanding and meaning, speak and write effectively. Effectively tailor communications to the appropriate audience to ensure understanding and collaboration.
7. Serve as safety responder in directed programs (responding, reporting, and preventing): adhere to and enforce safety policies and procedures for the Association and school.
8. Provide a welcoming learning environment; make a special effort to greet all participants and their families; encourage positive relationship building among families. Enable parent participation in all levels of the program; facilitate daily parent discussion and encourage parent participation in social interaction with other families.
9. Pursue professional development opportunities to enhance job performance and maintain all certifications. Must maintain high level of confidentiality.
10. Work independently and with others, respond to a fast-paced environment. The ability to manage personal feelings, strengths, and limitations and a willingness to accept feedback and make corrections is essential.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P 920 743 4949 F 920 743 8812

NORTHERN DOOR PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P 920 868 3660 F 920 868 9970

LEADERSHIP COMPETENCIES:

- 1. Inclusion
- 2. Developing Self & Others
- 3. Emotional Maturity
- 4. Communication and Influence

QUALIFICATIONS:

- 1. At least 18 years of age to work independently, or at least 16 years of age to work as an assistant.
- 2. High School graduate or equivalent; one year or more of college preferred.
- 3. Ability to communicate with different audiences including parents, students, and community members.
- 4. Minimum 6 months working with large groups of school-age children is required.
- 5. Certification in CPR, First Aid and AED is required within the first 60 days of hire.
- 6. Experience working with economically disadvantaged children with diverse backgrounds is strongly preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2. Ability to lead and participate in a range of activities in a variety of outdoor/indoor settings.
- 3. Ability to move about freely throughout the school to monitor child activities and ensure the safety of all participants.
- 4. Ability to crouch, stoop, kneel, move quickly, and/or lift at least 20 pounds will be necessary.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date