



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

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

AFTER SCHOOL INSTRUCTORS (KIDS CLUB) STURGEON BAY PROGRAM CENTER

**WORK
AT THE Y!**

Now hiring teachers to support our NEW after school child care program for children ages 5-12 called Kids Club.



Having an adult role model is a vital part of a child's development. The Y is seeking staff who are passionate about playing that part for our youth. Join our Team and get paid to play! Qualifications include the ability to implement developmentally age-appropriate curriculum and activities, establish and maintain supportive relationships with children and parents, adhere to all licensing requirements, and use Listen First techniques to better understand how we can better serve the family's needs.

If you want more than just a job – if you're looking to discover a sense of purpose and opportunities to contribute to the greater good – then the Y is the place for you.
Join us!

Ideal candidates will be 18 years or older and active on the State Registry; must be willing to maintain or enhance continuing education as needed for licensing requirements.

If you want more than just a job – if you're looking to discover a sense of purpose and opportunities to contribute to the greater good – then the Y is the place for you.
Join us!

Interested applicants can apply by submitting application or resume to:

Sherri Dantoin, Vice President-Administration
1900 Michigan Street, Sturgeon Bay, WI 54235
Email: sdantoin@doorcountyyymca.org
Phone: 920-743-4949

Details:

- Free YMCA membership included.
- Starting wage: \$14 per hour
- Schedule hours of programming are Monday-Friday, afterschool to early evening 2:30pm-5:30pm. Additional programming occurs on early release, no school days and in summer with camp.

**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: **Kids Club Instructor**

Job Code: SBKID

FLSA Status: Part Time/Hourly

Job Grade: D

Reports to: School-age Director

Revision Date: 8/23/2023

Leadership Level: Leader

Department: Youth

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 School Age Director and in accordance with the policies of the Door County YMCA, the Kids Club Instructor will be responsible for developing and implementing safe and fun supervision activities and helping to ensure participants make it to their other Y classes on time. Instructor is responsible for ensuring delivery of programs and services with enthusiasm, leadership, and knowledge of the components of a safe and effective after-school program.

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. Leads participants in a group setting with age appropriate activities aimed at including everyone. Ensures the safety and well-being of all participants both physically and emotionally. Works to instill YMCA values into daily curriculum and in program culture. Provides a welcoming and safe environment.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA core values and meet the guidelines of licensing and YoungStar requirements.
3. Learns participants' names and utilizes check-in/check-out sheets to know of their whereabouts at all times.
4. Communicates to front desk anytime the program goes out of the building.
5. Communicates to supervisor substitutions, work schedule conflicts, and significant events in a timely manner.
6. Assures own professional growth through reading, study, meeting and training attendance.
7. Works with and support supervisor by taking necessary steps to optimize program performance.
8. Exemplifies the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationship with others.

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

QUALIFICATIONS:

1. Must be at least 18 years old to be lead. (17 to be assistant)
2. Pass DCF background check.
3. Have a high school diploma or equivalent.
4. Knowledge of skills being taught.
5. Complete New Employee Orientation within 30 days of your hire date.
6. Obtain a current CPR/AED for Professional Rescuers with First Aid Certificate.
 - a. This certificate is valid for two years and it is your responsibility to keep it up to date.
7. Complete Child Abuse Prevention Training within 30 days of your hire date.
 - a. This training is required annually throughout your employment.
8. Complete Abusive Head Trauma within 30 days of hire.
9. Exhibit strong leadership, organization, and communication skills to be used with YMCA members, participants, and staff.

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. The ability to stand or walk for long periods of time and perform physical activities that require considerable use of arms and legs is required.
3. Must be able to lift up to 50 lbs.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____