



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BE A PART OF SOMETHING GREAT

## KENOSHA YMCA

The Kenosha YMCA is a dynamic non-profit organization committed to transforming lives and communities. We believe that our community deserves a Y that serves by nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility for generations to come.

### **NOW HIRING: Assistant Director of School-Age and Camps**

The Assistant Director of School Age and Camps is a wonderful blend of administrative, relational, and educational responsibilities that help to support the vision, mission, and objectives of the school age programs in the Youth and Family Department.

#### **JOB RESPONSIBILITIES**

- Provide support in the Youth and Family Office by completing administrative needs of the department
- Plan and oversee the school age programs for Kids Day Outs and Camps (Winter, Spring, Summer)
- Supervise and schedule staff for Kids Day Outs, Camp programs, and assist in scheduling for Special Events
- Build relationships with families of the children in the program
- Assist with providing program information to parents/families, and enrollments and registrations as needed
- Maintain a professional attitude and relationship with children, families, Y membership and staff
- Attend and participate in staff department meetings
- Contribute to the team by sharing ideas and constructive opinions
- Commit to the mission of the Y, and represent the core values of Caring, Honesty, Respect & Responsibility

#### **KEY QUALIFICATIONS**

- 21 years or older
  - Associate's degree or equivalent in educational administration, or related field or Teacher/Administrator Certification for licensed programs in WI (Level 12 or higher on the Registry preferred)
  - Minimum 2 years' experience working with School-Age Children
  - Minimum of 2 years administrative experience
  - Minimum of 2 years' experience as a Summer Camp Director
  - Understanding of licensing rules for Group Centers in WI
  - Ability to work cooperatively with youth, parents, staff and community organizations
  - Joy and satisfaction in working with a team as well as individually
  - Organizational skills, problem solving, welcoming and pleasant countenance
  - Ability to work with general supervision
  - Willingness to complete orientation and YMCA staff development requirements as required
- Background check cannot contain offenses restricted by state law

**SALARY DETAILS:** Full Time (32-40 hrs): \$16.00 - \$18.00/hour with benefits

**SCHEDULE OF POSITION:** During the school year office hours will be Monday – Friday 12:30 – 6:30 PM; during the summer, hours will be spent overseeing and leading Y Summer Camp Monday – Friday 10:00 AM – 6:30 PM w/ an hour break. On KDO and Winter/Spring Camp Days schedule may vary depending on need of program. Occasional weekends or evenings for the Youth and Family special events (Fall Fest, Santa Christmas Breakfast, Easter Bunny Breakfast, Healthy Kids Day)

**LOCATION:** Kenosha YMCA 7101 – 53<sup>rd</sup> Street, Kenosha, WI

**HOW TO APPLY:** Submit resume (via e-mail) documenting experience with cover letter

*Please submit application to: Dr. M. Rachel Mall, Youth & Family Director*

*Email: [rmall@kenoshaymca.org](mailto:rmall@kenoshaymca.org)*

**RESUMES AND APPLICATIONS ACCEPTED:** September 7, 2021 or until filled

**KENOSHA YMCA 7101** 53<sup>rd</sup> Street, Kenosha WI 53144 | P 262 654 9622 F 262 653 9886 | [WWW.KENOSHAYMCA.ORG](http://WWW.KENOSHAYMCA.ORG)

The Kenosha YMCA (Young Men's Christian Association) is a 501(c)(3) charitable organization under the Internal Revenue Code, thereby qualifying for maximum deductibility. An audit report will be provided upon request.

