

Job Vacancy- Camp Captain

Red Caboose School Age Programs

Summer Camp LTE Positions

June- August, 2016

Job Description: We are looking for adults with professional experience who are energetic, creative, & dedicated to work with children in grades K-5. These children are from a highly diverse group of socio-economic backgrounds. Teachers will plan and facilitate hands-on camp experiences that include field and swim trips. Camp Caboose is licensed by the State of Wisconsin & Accredited by the City of Madison. We are located at Marquette Elementary school near downtown, easily located off of the bus and bike route.

Hours: 39.75 hrs/wk
(Includes weekly staff meetings and planning time.)

Wages: \$11.82/hr

Benefits:

Sick/vacation time
Holiday pay
Paid training time
\$ for required physical exam

Experience and Education:

Required:

Meet Wisconsin State Licensing requirements for teacher status (80 days work in licensed child care or school + specific child development/child care coursework)

Preferred:

Additional training in Elem. Ed., Recreation, Child Dev. or related field
Additional experience w/school age children in a childcare, school or camp setting

**For more information and application call Lisa Fiala at 256-1566,
or e-mail director@redcaboosedaycare.org**

Applications open until filled
Affirmative Action – Equal Opportunity Employer, Minorities Encouraged to Apply

***Red Caboose Day Care Center, Inc. Red
Caboose School Age Program (SAP)***
TEACHER, JOB DESCRIPTION

Overall Responsibilities

Responsibilities include providing direct care for children; planning and implementing developmentally appropriate activities designed to meet the social-emotional, cognitive, creative and physical needs of children in a particular program; working together with other staff; communicating with parents; and providing a warm and safe environment for children to grow and learn, in accordance with the goals and policies of Red Caboose. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The teacher is supervised and evaluated by the Site Supervisor. This position is represented by the Wisconsin Child Care Union.

I) Qualifications

- A) Education - Must meet State Licensing requirements for teacher; may substitute classes in elementary education, physical education, recreation, or related field.
- B) Experience - Prefer at least one year experience; prefer experience with age group of position or equivalent.
- C) Physical - Must be able to participate in physical activities with the children (such as games and walking field trips); must be able to keep children safe in an emergency (such as moving or guiding children to safety as needed). Must be able to set-up/take down cafeteria tables, carry snack, move equipment, etc.
- D) Skills – Must demonstrate problem-solving, organizational, interpersonal, and communication skills.

II) Teacher Duties

- A) Child Interaction
 - i) Interact appropriately with children during all phases of the day (including planned and unplanned activities, meal times, field trips, and transitions) in a warm, accepting and nurturing way.
 - ii) Be aware of each child's needs and developmental level.
 - iii) Guide children's growth in accordance with the Red Caboose SAP's mission statement.
 - iv) Provide consistent, positive limits and expectations, and use positive child guidance techniques.
 - v) Oversee the entire classroom and follow Red Caboose School Age tracking procedures.
 - vi) Ensure the health and safety of the children: maintain knowledge of and administer first aid; respond to emergencies; know and execute fire drill procedures; dispense and record medication; and report accidents according to Red Caboose procedures.
- B) Parent Relations
 - i) Communicate with parents on a regular basis through conversation, parent logs and newsletters, for the purpose of exchanging information, maintaining a positive rapport and relationship between home and after school, and encouraging parent involvement in the program.
 - ii) Meet with parents when requested or necessary.

- C) Coordination of activities with SAP staff
 - i) Exchange knowledge and skills with other staff in the areas of child development and related issues.
 - ii) Participate in Committee and Board work, workdays, potlucks, and other program-wide activities.
 - iii) Attend and participate in weekly site-specific and room meetings.
 - iv) Respect and follow school rules and space.
 - v) Maintain professional, respectful, and cooperative relationships with all co-workers and Madison Metropolitan School District (MMSD) staff.
 - vi) Serve as an ongoing mentor and model to new staff, substitutes, and volunteers.

- D) Program Planning and Implementation
 - i) Plan and carry out daily curriculum; provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active, meaningful learning.
 - ii) Plan short and long range goals with other staff.
 - iii) Maintain the room in an attractive and safe manner to ensure an environment conducive to learning and playing. Change art displays, dramatic play areas, accessible materials, and room arrangement regularly.
 - iv) Plan activities in accordance with MMSD “academic time” guidelines.
 - v) Contact resource people and arrange field trips.
 - vi) Help maintain common areas in the school. (i.e. storage spaces)

- E) Other duties
 - i) Obtain a substitute in case of planned absence.
 - ii) Fulfill in-service/continuing education requirements.
 - iii) Comply with Red Caboose policies and work rules, MMSD policies, accreditation standards, and State Licensing regulations.
 - iv) Maintain confidentiality regarding all center staff, children, and families.
 - v) Comply with the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct (attached)
 - vi) Fully participate in the accreditation process yearly.
 - vii) Attend monthly all-staff meetings and other center-wide activities.
 - viii) Other duties that fall within the scope of the job description as directed by your supervisor.

BENEFITS for LTE and School Year Teacher Positions 2016

A. SICK/VACATION TIME

Sick/vacation days shall be accrued at the rate of one and one quarter (1 ¼) days per month (15 days per year). A "day" shall be figured as the result of dividing the total hours worked in the month by the number of working days in the month.

B. HOLIDAY PAY

This is paid to staff if they are scheduled on said holiday for the hours that they are scheduled.

New Year's Day, Martin Luther King Jr. Day, July 4, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, December 24 (Christmas Eve),
December 25 (Christmas Day), December 31 (New Years Eve Day)

C. WORKER'S COMPENSATION

D. UNEMPLOYMENT COMPENSATION

E. SOCIAL SECURITY (FICA)

F. TRAVEL AND EXPENSE

- a. Mileage by car as determined by IRS.
- b. Reimbursement for bus, tolls, and parking.

G. STAFF DEVELOPMENT

Prorated Professional Time, Training money, Long Range Planning Time, as approved by Director or Program Supervisor

H. \$100 paid towards the State Licensing required physical exam.

ANNUAL RAISE: after each year, on anniversary date, based on number of hours worked the past year.

For 1040-2080 hours: \$.19

For 520-1039 hours: \$.15

For 260-519 hours: \$.10

Application for 2016 Employment
 Camp Caboose Captain- LTE
 Red Caboose Day Care Center, Inc.
 654 Williamson St., Madison, WI 53703

NAME _____ DATE _____

ADDRESS _____

Age Group Preference:		
K-2 nd _____	3 rd - 5 th _____	no pref. _____

PHONE: Day _____ Evening _____

PLEASE CHECK THE FOLLOWING THAT APPLY:

- I have had at least 80 days experience providing direct childcare (as a teacher) in a licensed program or school with school age children
- I have completed the Assistant Childcare class
- I have completed the Assistant Childcare and Teacher classes
- I have college credits in education or related subjects. Please list name(s) of class(es) and number of credits and attach a transcript as verification.

ATTACH A COPY OF YOUR TRANSCRIPT TO THIS APPLICATION.
NO APPLICATION WILL BE CONSIDERED WITHOUT A TRANSCRIPT!

	School, College or Other Training	Dates Attended	Nature of Study	Degree
1				
2				
3				
4				
5				

PLEASE LIST YOUR CURRENT OR MOST RECENT EMPLOYER AND ALL RELEVANT WORK AND/OR VOLUNTEER EXPERIENCE.

1	Employer:	Job Title	Name & Phone # of Supervisor:	Dates Employed:	Hrs/Wk	Reason for leaving:	Ages of Kids
	Job Duties:						Paid or Vol?
2	Employer:	Job Title	Name & Phone # of Supervisor:	Dates Employed:	Hrs/Wk	Reason for leaving:	Ages of Kids
	Job Duties:						Paid or Vol?
3	Employer:	Job Title	Name & Phone # of Supervisor:	Dates Employed:	Hrs/Wk	Reason for leaving:	Ages of Kids
	Job Duties:						Paid or Vol?
4	Employer:	Job Title	Name & Phone # of Supervisor:	Dates Employed:	Hrs/Wk	Reason for leaving:	Ages of Kids
	Job Duties:						Paid or Vol?
5	Employer:	Job Title	Name & Phone # of Supervisor:	Dates Employed:	Hrs/Wk	Reason for leaving:	Ages of Kids
	Job Duties:						Paid or Vol?

PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER:

1. Why are you interested in working with school age campers? at Camp Caboose?
2. Looking at our website (www.campcaboose.org) What special skills and talents do you feel you could add to our program?
3. What is your style of guiding children's behavior?
4. What are your goals for a recreational summer camp for school agers?

I certify the information in this application is true, and I give Red Caboose permission to contact any of the people/agencies listed above.

Signature: _____ **Date:** _____

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Sex Male
 Female

Race White
 Black
 Asian/Pacific Islander
 American Indian/ Alaskan Native
 Hispanic

Age _____

Nature of Handicap _____

Where did you hear about this job opportunity?

Isthmus
 UW Job Center
 Craig's List
 Edgewood College Center
 MATC Job Center
 Volunteered with RC After School
 Other: _____