



Job Vacancy- AM/PM Counselor  
Red Caboose School Age Programs Summer Camp  
LTE Positions  
June 2021 - August 2021

**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:** 32-35 hrs/wk 7:30am-1:30pm or 12pm-6pm  
(Includes weekly staff meetings & planning time.)

**Wages:** \$13.80/hr (\$14.50 after probation)

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

**Experience and Education:**

*Education-* must meet State Licensing requirements for teacher status (specific child development/child care equivalent coursework; may substitute classes in elementary education, physical education, recreation or related field), or have equivalent experience.

*Experience-* at least one year experience with school aged children in an after school or summer camp program preferred.

For more information and application call Laura Rogers at  
251-5432, or e-mail [school.age@redcaboose daycare.org](mailto:school.age@redcaboose daycare.org)

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



***Red Caboose Child 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



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.

Gender  Male  
 Female

Ethnicity  Hispanic or Latino  
 Not Hispanic or Latino

Race  White  
 Black  
 Asian  
 Pacific Islander  
 American Indian/ Alaskan Native

Age \_\_\_\_\_

Do you have a disability  yes  no

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How did you hear about this position?

- Isthmus
- Craigslist
- UW Student Job Center
- Edgewood Job Placement
- MATC Job Placement
- Friend/Family
- Local Organization: \_\_\_\_\_ Other: \_\_\_\_\_