



# JOB POSTING

**Neighborhood House of Milwaukee Inc.**  
**2819 W. Richardson Place, Milwaukee, WI. 53208**

## **University of Kids Club Teacher**

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Early Childhood Manager and UKC Lead Teacher, the Teacher is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 6 years through 12 years of age, both on an individual and group basis, within company, state, and federal regulations, policies, and procedures.

### **Duties consist of but are not limited to:**

- Develop lesson plans and assist with development of program curriculum.
- Provide recreational and educational programs for urban youth ages 6 to 12.
- Supervise volunteers.
- Establish and assertively enforce rules that reflect the agency philosophy, policies and procedures.
- Work with adult members of the community such as parents to enhance development of the child.
- Assist the agency to document and assess the outcomes of the summer program.
- Maintain positive working relationships with NH co-workers, participants, CBO's, and Milwaukee area schools.
- Assess the effective functioning of his/her group of participants and implement strategies (with supervisor input) to promote the effective functioning of group.
- Help maintain NH gardens, art-shop, science lab, gym, roller skating rink, and computer lab.
- Participate in staff meetings to facilitate on-going training and develop activity plans.

**PHYSICAL DEMANDS:** Ability to learn how to do art projects, roller skate, rock-climb, canoe, camp, hike, bike, run, swim, jump, lift heavy objects, climb stairs and use power tools as well as teach participants how to do so.

**WORK ENVIRONMENT:** The work environment will be an exciting, yet demanding combination of office, outdoor, and other agency and environmental settings.

### **EDUCATION AND EXPERIENCE:**

**Minimum Requirements:** Must be at least 18 years of age and have a high school diploma or its equivalent. Two to four years of successful experience planning and coordinating programming for school age children (ages 6-12 years of age). Previous experience working with urban youth in a summer program experience is preferred. Must be highly organized and able to plan programming activities, reserve transportation, seek out engaging experiences and keep accurate records of youth performance. Must have a certificate in CPR/First Aid and hold a valid WI driver's license.

**To Apply:** Submit an application and/or resume and cover letter to [sadams@nh-milw.org](mailto:sadams@nh-milw.org) and [psanford@nh-milw.org](mailto:psanford@nh-milw.org).