



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**School Age Childcare Coordinator
Manitowoc-Two Rivers YMCA | Full-Time**

The Manitowoc-Two Rivers YMCA is looking for an organized, dependable, and energetic School Age Childcare Coordinator to lead our school-age childcare programs. This position oversees the daily operations and quality of our Before & After School Care, School Days Off, and Summer Day Camp programs.

What You'll Do

- Lead, schedule, and support school-age childcare staff
- Oversee daily programming
- Maintain compliance with Wisconsin DCF licensing requirements
- Communicate with families, staff, and school district partners
- Coordinate rosters, registration paperwork, snacks, supplies, and program materials
- Assist with hiring, training, staff meetings, and retention
- Ensure programs are safe, organized, engaging, and high-quality

We're Looking for Someone Who

- Enjoys working with children and leading a team
- Is highly organized and able to manage multiple priorities
- Communicates well with staff and families
- Is dependable, flexible, and comfortable working independently
- Understands the importance of childcare licensing, safety, and documentation

Qualifications

Required:

- Must be 21 years of age or older
- High school diploma or equivalent
- Ability to complete required CPR/AED, mandated reporter, abuse prevention, and other required childcare training

Preferred, but not required — training will be provided for the right candidate:

- Previous experience as a childcare teacher, center director, or in another youth-focused position
- Familiarity with Wisconsin childcare licensing requirements
- Previous experience leading or supervising staff is a plus

Employee Benefits

- YMCA Membership – Free membership plus 24/7 facility access with FOB
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- Medical, Dental, and Vision insurance enrollment options available
- Health Savings Account enrollment options
- Paid time off
- Paid Holidays
- Retirement Plan – 100% YMCA funded after 12 months of employment
- 403(b) Retirement Savings Plan and after-tax Roth enrollment available.

**If you're ready to take the next step in childcare leadership and make a difference for local children and families, we'd love to hear from you!
Apply today to join the Manitowoc-Two Rivers YMCA team!**