



Village of Hartland Recreation Department

Before/After School Program Coordinator

The Village of Hartland Recreation Department is looking to fill the position of Before/After School Program Coordinator. This individual will be responsible for planning, staffing and general management of the Before/After School Program all full school days from 6:00am - 8:40am and 3:35pm - 6:00pm starting in September 2016. Candidate does not have to be available each morning and evening shift. An “early release” shift will be available every third Thursday of the month when school is released early at 1:00 pm.

This position will be responsible to plan a program that will consist of free play time, outside/gym time, homework tutoring, reading time and planned activity time. Other duties will include staff supervision, parent/school/Rec. Department communications, program supply management and the overall operations of the program.

Applicants must be at least 18 years of age, have a high school diploma and some college preferred. Hourly wage will depend on experience.

Applications will be accepted until the position is filled. Please send applications to Village Hall, 210 Cottonwood Ave, Hartland, WI 53029, attention Kelli Yogerst, Recreation Director

Questions? Contact Kelli Yogerst, Recreation Director at 262-367-0352 or kelly@villageofhartland.com



Village of Hartland Recreation Department
Before/After School Program Staff

The Village of Hartland Recreation Department is looking to fill the position of Before/After School Program Staff. The program is held at both Hartland South Elementary and takes place all full school days from 6:00am - 8:40am and 3:45pm - 6:00pm starting in the fall of 2016. Candidate does not have to be available for each morning and evening shift. An “early release” shift will be available every third Thursday of the month when school is released early at 1:00 pm.

Staff will be responsible to fulfill program expectations that will consist of free play time, outside/gym time, homework tutoring, reading time and planned activity time. Other duties will include assisting Coordinator with program administration, parent communications, care for school space and reporting to the Coordinator.

Candidates will be chosen based on experience and availability. Applicants must be at least 16 years of age. Hourly wage will depend on experience.

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Questions? Contact Kelli Yogerst, Recreation Director at 262-367-0352 or kelly@villageofhartland.com.

THE VILLAGE OF HARTLAND IS AN EQUAL OPPORTUNITY EMPLOYER.