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McINTOSH MEMORIAL

# Library

of VIROQUA

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## **After School Program Manager – McIntosh Memorial Library- Posted 9/6/2024**

The McIntosh Memorial Library in Viroqua, WI is seeking an organized, enthusiastic, detail orientated individual to join our After School Program Team. Under the guidance of the Youth Services Director the After School Program Manager will be responsible for coordinating and implementing the program from October 2024-May 2025. The work requires the employee to have a strong interest in working with youth, administrative experience, team spirit, strong communication skills, and the ability to work in a fast-paced environment.

Key responsibilities of this position include, but are not limited to:

- Strong interest in working with youth in 1<sup>st</sup>-4<sup>th</sup> grade.
- Administrative duties supporting registration, communication with parents, and the school district.
- Activity planning and implementation.

Qualifications include:

- An associate degree and/or a minimum of two years related experience in youth orientated events.
- Experience managing or working in an After School Program.
- Experience working with children and families.

This is a part-time position working 16 hours per week at \$18.00 per hour. The After School Program follows the Viroqua Area School District calendar. A typical workday is 1:30pm-5:30pm Monday-Thursday.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires the employee to be able to work outside year-round, move and/or lift materials up to 25 pounds, and can stand, walk, bend, crawl, reach, climb, and balance. This position requires the ability to frequently interact with the public (ability to converse, hear, and speak).

Applicants should submit a cover letter, resume, and a completed City of Viroqua Application of Employment. The application can be found on the McIntosh Memorial Library website [www.mcintoshmemoriallibrary.org](http://www.mcintoshmemoriallibrary.org) or can be requested by calling (608) 637-7151. Resumes will be accepted until the position is filled. Please submit documents and questions to:

Trina Erickson, Library Director  
McIntosh Memorial Library  
205 South Rock Avenue  
Viroqua, WI 54665  
(608) 637-7151  
t.erickson@wrlsweb.org

