



Career & Life Skills Program Supervisor

Position Overview

The Wauwatosa Recreation Department, in collaboration with the Wauwatosa Youth Commission, is seeking a passionate, organized, and engaging supervisor to lead the Career & Life Skills Program for high school students.

This after-school program is designed to help teens explore careers, develop financial literacy skills, build practical life skills, and prepare for life after high school through interactive lessons, discussions, and guest speakers.

The supervisor will serve as the primary facilitator and coordinator for the program, helping create a welcoming and engaging environment for students while supporting the partnership between the Recreation Department and the Youth Commission.

Reports To:

Recreation Program Coordinator or Director of Recreation

This position works collaboratively with representatives from the Wauwatosa Youth Commission.

Program Philosophy

We believe young people deserve opportunities to explore their future in authentic, low-pressure, and supportive environments. This program is designed to help students build confidence, ask questions, and develop practical skills that support success both during and after high school.

Program Details

- Session Dates: October–November 2026
 - Frequency: Two sessions per week
 - Locations: Wauwatosa East & West
 - Session Length: 60–90 minutes
 - Additional Expectations: Planning, communication, setup, and coordination
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Essential Responsibilities

Program Facilitation & Student Engagement

- Lead and facilitate weekly Career & Life Skills Program sessions at both high schools
- Create a positive, inclusive, and engaging environment for students
- Facilitate activities and discussions related to career exploration, financial literacy, postsecondary planning, and life readiness
- Encourage student participation, relationship-building, confidence, and curiosity
- Foster a welcoming environment where students feel comfortable asking questions and exploring future opportunities
- Assist in coordinating and communicating with volunteer guest speakers and community partners
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Program Coordination

- Coordinate with Recreation Department staff and Youth Commission representative(s)
- Communicate with guest speakers and community partners
- Assist with session setup, materials, attendance tracking, and basic program logistics
- Adapt lessons and activities as needed based on student engagement and participation
- Support promotion and outreach efforts for the program

Curriculum & Program Development

- Utilize and adapt the foundational curriculum framework developed in partnership with the Wauwatosa Youth Commission
 - Coordinate and communicate with community guest speakers and partners
 - Help shape engaging session activities, discussions, and learning experiences based on student interests and participation
 - Adjust and refine program content throughout the session to best meet student needs and engagement levels
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Qualifications

Preferred qualifications include:

- Experience working with teens or young adults
- Strong communication and facilitation skills
- Interest in youth development, education, recreation, counseling, workforce development, or related fields
- Ability to create engaging and inclusive learning environments
- Strong organizational skills
- Ability to work collaboratively with community partners and volunteers

Preferred but not required:

- Current college student, graduate student, educator, youth worker, counselor, or in a related field
- Experience facilitating groups or leading youth programs

Schedule & Estimated Hours

Program Schedule

- 2 sessions per week
- Approximately 1.5 hours per session
- 6-week program duration

Additional Time Expectations

Includes:

- Session preparation
- Communication or organization with guest speakers and staff
- Material organization
- Setup and cleanup

Estimated Total Hours

Responsibility	Estimated Hours
Program Sessions	20 hours
Prep & Coordination	12–20 hours
Setup/Cleanup & Communication	5–7 hours
Estimated Total	35–50 hours

This is a stipend-based position anticipated to require approximately 35–50 total hours, including direct program facilitation, preparation, communication, and coordination.

Compensation

Stipend Range: \$1,200–\$1,500 depending on experience and final program structure.

About the Partnership

The Career & Life Skills Program is a collaborative effort between the Wauwatosa Recreation Department and the Wauwatosa Youth Commission. Together, the



program seeks to create meaningful opportunities for teens to explore their future, build confidence, and develop practical skills that support long-term success. The program reflects a shared commitment to supporting healthier, happier, and more connected young people throughout the Wauwatosa community.