



1457 E. Washington Ave.
Suite 102
Madison, WI 53703

phone 608.241.4888
fax 608.241.4825
www.canopycenter.org

Since 1977

February 2018

Dear Applicant:

Thank you for your interest in the position of Office Manager & Childcare Specialist for Canopy Center, Inc. Enclosed you will find a list of application questions, job announcement and Summary of Benefits.

Return the completed questions along with a cover letter; current résumé; the confidential federal government reporting form; signed Employee Verification, Authorization and Release Statement; and a list of three professional references.

The completed application kit must be **postmarked by February 15, 2018 or emailed by February 16, 2018**. You may email it to marfia@canopycenter.org or mail it to:

Office Mgr & Childcare Specialist position
Canopy Center, Inc.
1457 E Washington Ave, Suite 102
Madison, WI 53703

Sincerely,

Donna Fox, MSSW, CAPSW
Executive Director

Enclosures



CANOPY CENTER, INC.
JOB ANNOUNCEMENT
OFFICE MANAGER & CHILDCARE SPECIALIST (40 HRS PER WEEK)

AGENCY MISSION AND SUMMARY: Our mission is to help strengthen families and support children, teens and adults impacted by trauma and adversity. The agency provides services through three programs: Dane County CASA (court appointed special advocates), Oasis child sexual abuse treatment program, and the Parent to Child supervised visitation program.

POSITION SUMMARY: The Office Manager & Childcare Specialist (OM/CS) for the Canopy Center is responsible for providing administrative assistance to the agency staff. The primary function as Office Manager is to assure that office systems and administration enhance the provision of direct services to the agencies clients and participants by assisting with office coordination, equipment management, front desk/phone coverage, purchasing, accounts receivable duties, management of donor databases and social media, and supervision of office interns/volunteers and part-time Receptionist & Childcare Assistant. The primary function as Childcare Specialist is responsibility for scheduling all childcare shifts needed for the effective provision of agency parent/adult groups. The Childcare Specialist is responsible for coordinating and training volunteers to assist the Childcare Specialist in providing a safe, nurturing and activity-based environment for children in a trauma-informed setting.

QUALIFICATIONS: The Office Manager position requires a working knowledge and experience with maintaining client and workplace confidentiality including answering the telephone and greeting clients for an organization that addresses sensitive issues, proficiency with computer database programs, website/social media oversight, an orientation to detail work, and excellent follow-through. As Childcare Specialist knowledge of child development, infant and toddler care, programming and child care for a wide range of children, and volunteer/employee training and supervision are essential. Ability to work as a member of a team and to work flexible hours, some evening work required. First Aid and CPR (including infant) training is required and can be provided. Bilingual (English/Spanish) skills a plus.

DUTIES: The OM/CS position is responsible for reception coordination, basic accounts receivable duties, administrative assistance to direct service and administrative staff, purchasing supplies, and maintaining positive relationships with agency vendors, as well as, providing or scheduling childcare as needed, supervising/training/evaluating volunteers/staff, maintaining the childcare environment, maintaining records and system to ensure that all children are accounted for in an emergency, and providing data needed for accountability/reports.

SALARY AND BENEFITS: 40 hours per week. \$32,340 - \$33,153 per year based on level of experience. Long-term disability and life insurance policy premiums paid in full by agency. Health insurance is available for employees working 30-40 hours per week, with single coverage covered 90% by agency. Application kit includes full Benefit Summary.

HOURS REQUIRED: Monday – Friday, typically later morning through early evening. Requires flexibility of hours.

TO APPLY: Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact the Human Resource Manager at martia@canopycenter.org to receive an application packet. Must return cover letter, résumé, completed answers to the application questions and a list of 3 professional references **postmarked by February 15, 2018 or received by email by February 16, 2018** to be considered for the position.

Applicants will be considered for positions on the basis of qualifications and ability to perform the job for which they are applying without regard to race, religion, creed, sex, age, residency, national origin, disability, sexual orientation, marital status or physical appearance. Minorities encouraged to apply.

Canopy Center, Inc.
Application Questions
OFFICE MANAGER & CHILDCARE SPECIALIST POSITION

Instructions:

Please include the following information when you submit your cover letter and résumé for the Volunteer Coordinator position at Canopy Center.

1. Basic Qualifications of Position – please CLEARLY state how you meet the qualifications either on a separate form or within your cover letter and résumé:
 - a. Past experience in office management.
 - b. Past experience providing childcare including ages of children
 - c. Past experience training and supervising volunteers/paid staff.
 - d. Experience with business website and social media oversight.
 - e. Experience in the non-profit sector.

2. Please answer the following questions:

- a. Are you proficient in Microsoft Office (specifically, Word and Excel) and willing to learn new software for client health information management as needed? PLEASE NOTE, A BRIEF COMPUTER COMPETENCY TEST WILL BE GIVEN PRIOR TO INTERVIEW.

____ Yes ____ No

- b. If required, do you have a valid Wisconsin driver's license?

____ Yes ____ No

- c. Have you been placed on probation, parole, released from incarceration, or paid a fine for a misdemeanor or a felony? Please note a conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

____ Yes ____ No

- d. The hours required for this position are: 40 hours per week, Monday – Friday, predominantly later morning to early evening hours with at least 2 evenings per week until 7:00 p.m. Do you have any ongoing schedule conflicts with the times above?

____ No ____ Yes, please specify _____

Are there any days/times you are NOT currently available to work?

____ No ____ Yes, please specify _____

- e. How did you learn of the position opening with our agency?

____ JobNet

____ Indeed.com

____ Craig's List

____ Agency website

____ Job Announcement posting – if so, where? _____

____ Word of mouth

____ Other _____

Canopy Center, Inc.
Healing and Family Support Services
1457 E. Washington Ave., Suite 102
Madison, WI 53703

EMPLOYEE VERIFICATION, AUTHORIZATION AND RELEASE STATEMENT

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to immediate dismissal, and I agree that the company shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment character and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools and persons from any liability.

Signature

Printed Name

Date

**CANOPY CENTER, Inc.
FEDERAL GOVERNMENT REPORTING FORM**

This part of the application will be removed and kept in a confidential file. It will be separated from the application before the application is presented to the interviewer.

The following information is requested to meet requirements for federal government reporting payroll, and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group.

Name _____ Sex Female _____ Male _____

Date of Birth _____

Position applied for _____

Disability, if any _____ Yes _____ No _____

Ethnic Background Black _____
 American Indian _____
 Hispanic/Latino _____
 White/Caucasian _____
 Asian _____
 Alaskan Indian _____

Armed Forces Veteran Yes _____ No _____

Date _____

Health-Vision Insurance Agency-sponsored policy available to all regular employees, 30 hours or more, with a premium paid 90% by the Agency for the single coverage. Employees wishing to add a spouse, domestic partner or dependent will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 11/18/14)*

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. Employee must choose a primary dentist from the Dentist Provider list. Diagnostic, preventative and restorative services are covered at 100%; extractions, endodontics (except wisdom teeth, covered at 50%) and periodontics are covered at 80%; and major restorative, prosthodontics and orthodontics (for covered family members age 18 and under) are covered at 50%. There is an annual non-orthodontic maximum of \$1,200. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees may begin coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees. *(Amended 9/1/05)*

Retirement savings: Simple IRA plan available to all employees after one year of employment if they have earned a minimum of \$5,000 during that year, and who are expected to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if employee makes personal contributions to the plan. *(Amended 3/1/17)*

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits and withdrawal restrictions are dependent on each employee's individual situation. *(Amended 11/18/14)*

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Annual limit of \$2500 for medical reimbursement and \$5000 for dependent care and may rollover up to \$500 each year. Eligible employees may begin coverage on the first of the month following 30 days from date of hire. *(Amended 1/1/14)*

AFLAC Insurance Available to all employees (if taking short-term disability policy, employee must be 30 hours or more). Existing employees may sign up for coverage at any time if the premium is being deducted from payroll post-tax. To deduct the premium pre-tax, employees must sign up for coverage

during open enrollment each December. A representative from AFLAC Insurance will meet individually with each employee to review insurance options.

Canopy Center, Inc.

Benefits Summary

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

80 hours or 2 weeks during first year of employment

120 hours or 3 weeks during second and third year of employment

160 hours or 4 weeks during the fourth and subsequent years of employment

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick leave per year. Sick time is carried over from one year to the next until the amount of sick time available equals a maximum of 12 weeks (or 480 hours for 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 76-hours of Holiday pay per year (this includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory time may be given for hours worked over the number of typically scheduled hours, with **prior** approval from supervisor. Maximum Compensatory time accrued shall not exceed one week of normal hours (40 hours for full-time employee). Compensatory time must be used before any other accrued time is used (vacation, holiday or sick). Compensatory time not used within two months will be lost.

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. In addition to conference fees, travel, lodging, mileage, and work hours will be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.