



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

TEEN BUILD UP AND BUFFETT SCHOLARS PROGRAMS COORDINATOR

SUMMARY

For 40 years, the Lussier Community Education Center (formerly the Wexford Ridge Neighborhood Center) has drawn in children, youth, adults and elders from all walks of life to take care of one another and create a more just, healthy and vibrant community. Each year the LCEC's 12,000-square-foot green-built structure welcomes thousands of people and hundreds of activities to build community, create opportunities and enrich education.

Teen Build Up (TBU) is the LCEC's comprehensive afterschool program for high school youth. The Youth Action Summer Internship (YASI) offers a concentrated summer experience focused on youth leadership and organizing. And the Jane Burrows Buffett Scholars Program empowers selected young people to achieve their college aspirations with support throughout their high school career and into the first year of college. All of our high school programs emphasize youth organizing/leadership, positive youth development, racial/social justice, and trauma informed approaches to work with diverse groups of young people.

The **Teen Build Up and Buffett Scholars Programs Coordinator** fronts these programs alongside our Youth Programs Manager and AmeriCorps members. The ideal candidate will be enthusiastic about working with young people, offering culturally relevant programming, and developing youth leaders through enriching experiences. This position reports to the Youth Programs Manager.

HOURS: Full time, generally 11am-7pm with some evening and weekend hours required

COMPENSATION: \$34,000 plus health and disability benefits and paid time off

KEY RESPONSIBILITIES

Program management and youth engagement

- Participate in planning, implementation and evaluation of daily youth activities for TBU and YASI with a strong emphasis on youth involvement in these processes.
- Develop strong positive relationships with youth and their families.
- Be sensitive to issues students face, and identify needs and solutions for individual situations that arise.
- Orchestrate one-time and ongoing clubs including identity groups, Youth Action, artists in residence, Teen Cuisine, and Media Club.
- Uphold program behavior expectations and manage conflicts that arise.
- Work with existing partners and develop new partnerships to offer age-appropriate opportunities in arts, leadership and service learning, academic enrichment and health and fitness.

TBU/YASI coordination and administration

- Build relationships with school and other youth serving organization staff and youth participants to promote TBU and YASI and recruit participants throughout the year and for special opportunities.
- Coordinate weekly team planning, implementation and debrief meetings.
- Ensure collection of (1) participant program registration information; (2) daily attendance data; and (3) other data as needed for programming planning, evaluation, and improvement.
- Assist with LCEC communications by taking quality photos and helping to write grant applications, grant reports, and articles about high school programs .

proud to celebrate 10 years in this building and 40 years of people caring for one another

55 S Gammon Rd, Madison WI 53717 | tel: 608.833.4979 | fax: 608.833.6919 | LCECmadison.org

Buffett Scholars coordination and administration

- Manage the recruitment and selection process for Jane Burrows Buffett Scholars.
- Coordinate the TBU team to provide mentoring, tutoring and enrichment opportunities for scholars.
- Recruit, retain and supervise volunteers and interns to work with scholars as needed.
- Cultivate relationships with organizations such as UW, Edgewood, and Madison College to identify and create career and higher education opportunities for Buffett Scholars and TBU participants.
- With scholars and LCEC communications/development team, take quality photos, create digests of scholars' progress, and share with the Buffett Scholars community, including grant funders.

Participate in the shared work of the LCEC, including community dinners, staff retreats/meetings, and other projects as they arise.

REQUIRED EDUCATION AND EXPERIENCE

- One year of experience working with middle or high school age youth in a similar capacity.
- Knowledge of and experience with behavior management and conflict resolution and the ability to work productively with large or small groups of youth.
- Mature attitude, creativity, resourcefulness, and a positive role model for youth.
- Understanding of, appreciation for, and experience with socio-economically, ethnically and culturally diverse populations.
- Valid driver's license and at least three years' driving experience
- Excellent communication skills.
- Ability to work independently with minimal supervision.

TO APPLY

Download the required application in Word at LCECmadison.org (under ABOUT/Job Opportunities) or pick one up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required at or before interview. Return application materials to the LCEC in person, by mail, or email to susan@LCECmadison.org.

Applications received by **Thursday, April 11, 2019**, will receive first consideration.

Ideal candidates are available to start at least part time in May 2019.

LCEC is an EOE/AA employer.