LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education.

MIDDLE SCHOOL PROGRAM STAFF FULL-TIME LTE

POSITION SUMMARY: The LCEC's Youth Resource Center (YRC) is our comprehensive afterschool and summer camp program for youth in grades 6-8. All middle-school programming emphasizes positive youth development, racial/social justice, and trauma informed approaches in enrichment activities focused on academic success, health and fitness, arts and creativity, and community service. The **Middle School Full-Time LTE** will assist the Youth Programs Manager, Middle School Coordinator, and our AmeriCorps member to create, run, and evaluate middle-school programming for this diverse group of young people. The ideal candidate will be enthusiastic about working with young people, offering culturally relevant programming. This position reports to the Youth Programs Manager.

Hours: 40 hrs/week (8:30am to 4:30pm)
Note: This is a Limited Term Employment (LTE) position for Spring and Summer 2021
Compensation: $15.01/hour and paid time off
Start date: January 18, 2021, or as soon as is filled

***Changes due to COVID-19**

- We are currently running YRC program from 8:30am to 4pm on weekdays, 3-4 days a week since youth's school is all virtual.
- Added to Key Responsibilities is assisting youth with virtual learning
- If schools come back into session during Spring 2021, we would transition to afterschool programming, with workdays being 10am to 6pm.

KEY RESPONSIBILITIES

- Plan, coordinate, and implement daily youth activities of the LCEC program with a strong emphasis on youth involvement in those processes.
- Participate in planning and implementing daily activities for Youth Resource Center (middle school) with a strong emphasis on youth involvement in these processes.
- Co-facilitate MENS (Men Encouraging Non-Violent Strength) or Girls Inc. gender groups.
- Orchestrate one-time and ongoing clubs, such as media club, cooking club, and artist in residence projects.
- 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.
- Build relationships with schools' and other youth serving organizations' staff to promote LCEC programs and build a network of resources for youth and program development.
- Participate in weekly team planning meetings, collect daily attendance information, and assist with reporting.
- Support logistics for LEAP 2 College program. Assist with classroom management, interface with college volunteers, support middle school student recruitment and retention efforts, and engage parents.
- Participate in the shared work of the LCEC, including community dinners, staff retreats/meetings, Support and Solidarity Network, and other projects as they arise.

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Madison
DANE COUNTY DEPARTMENT OF HUMAN SERVICES
CDBG Community Development Block Grant Program
AMERICORPS NATIONAL SERVICE
United Way of Dane County

DESIRED EXPERIENCE

- Minimum of six months' experience working with youth in a similar capacity.
- Knowledge of 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 and appreciation for socio-economically, ethnically, and culturally diverse populations.
- Valid driver's license.
- Excellent communication skills.
- Ability to work independently with minimal supervision.

TO APPLY

Download the application at LCECmadison.org or pick it 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 before hire. Submit completed application via email to jobs@LCECmadison.org or by mail.

Applications will be accepted until this position is filled.
LCEC is an EOE/AA employer.