



# LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

## ELEMENTARY PROGRAM MANAGER

The Lussier Community Education Center (LCEC) is a grassroots community center with a 42-year history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education*.

The Elementary Program Manager is responsible for development, implementation and evaluation of a comprehensive, licensed program for elementary-age children after school and during the summer with emphases on academic support and enrichment, community service, health and fitness, and arts programming in alignment with the [Lussier Framework](#). The Elementary Program Manager assists with recruiting the elementary team and supervises a team of teachers, interns, and volunteers to generate more opportunities and resources for children. This full-time position reports to the Assistant Director.

The ideal candidate will have a strong grasp of the principles of quality school-age childcare and culturally relevant programming. Strong candidates will be highly relational, organized, and flexible. They will approach community engagement work from a justice orientation. They will be able to build strong relationships with people of many different backgrounds and provide meaningful experiences.

### HOURS

Variable schedule of 40 hours per week, typically 10am–6pm; some evening/weekend required

### COMPENSATION

\$45,000 per year plus health benefits, paid time off, 403b, and life/disability insurance

### RESPONSIBILITIES

**Implement a comprehensive, high quality out of school time Elementary Program in alignment with the [Lussier Framework](#)**

- Create and maintain a positive, enriching environment for daily program.
- Lead activities and manage classrooms when necessary.
- Develop and facilitate strong, positive relationships with children and their families.
- Initiate parent engagement activities and communication, including monthly newsletter.
- Set behavior guidance standards and work with elementary team, young people and their families to use standards to create safe and meaningful programs.
- Manage nutritious meal program that promotes healthy eating, expands children’s exposure to fresh foods, and complies with relevant funder requirements.

**Lead continuous development and program quality improvement in the Elementary Program**

- Supervise Elementary Program staff team; provide coaching, mentoring and professional development.
- Collaborate with LCEC Community Engagement Manager to select, train, and supervise volunteers and interns.
- Collaborate with existing partners and develop new partnerships to offer age-appropriate opportunities in arts, leadership and service learning, academic enrichment, and health and fitness.

- Build relationships with schools, funders/donors, and other youth serving organizations to advance the LCEC's Elementary Program and build a network of resources for youth and program development.
- Participate in Madison Out of School Time (MOST) and other relevant area collaborations to ensure the LCEC's place in shaping out of school time efforts in Madison.

**Manage the administrative functions and systems that enable continuation and growth of the Elementary Program**

- Ensure adherence with Elementary Program policies and compliance with state licensing requirements through effective systems and practices.
- Manage data collection, record keeping, reporting, and evaluation. Analyze results and write quarterly reports, especially to key government funders.
- Support fund development and grant writing through the provision of program information, data, stories, photos, and video.

**Participate fully in the shared work of the LCEC, community events, staff meetings/trainings, and other duties as assigned**

**FOUNDATIONAL SKILLS, TRAITS & EXPERIENCE**

- Significant experience in licensed afterschool programs for elementary-age children.
- Experience developing and implementing culturally relevant programming for elementary children.
- Knowledge of behavior management and conflict resolution and the ability to work with large or small groups of children.
- Ability to promote teamwork—to train, support and mentor staff, volunteers, and interns.
- Strong knowledge of/commitment to elements of the [Lussier Framework](#), particularly racial justice.
- Understanding and appreciation of socio-economically, ethnically and culturally diverse populations.
- Excellent written and verbal communication skills.

**PREFERRED SKILLS, TRAITS & EXPERIENCE**

- Registry Certificate ([www.the-registry.org](http://www.the-registry.org)) at level 12 or above (or ability to quickly attain).
- Supervisory experience.
- High level of proficiency with Microsoft Office.
- Applicants with Spanish and/or Hmong language abilities welcome.

**TO APPLY**

Download the application at [LCECmadison.org](http://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](mailto:jobs@LCECmadison.org) or by mail.

Applications received by **September 17th, 2021** will be given first consideration.  
LCEC is an EOE/AA employer.