



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

YOUTH PROGRAMS MANAGER

The Lussier Community Education Center (LCEC) is a grassroots community center with a 43-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 Youth Programs Manager manages multi-person team to create comprehensive after school and summer programs for middle and high school students through Youth Resource Center (middle school) and Teen Build Up (high school). Programs are grounded in positive youth development, racial/social justice, and trauma informed and intrinsic motivation approaches in alignment with the [Lussier Framework](#). Programming focus areas include: youth leadership and organizing, community service, academic, recreational, and arts programming. The Manager supervises a team of six staff and AmeriCorps members. The Manager spearheads planning, evaluation and assessment; leads partnership development and engagement; and ensures dynamic grant writing and reporting for after school and summer programming.

Strong candidates will be highly relational, organized, and flexible. They will approach community center and youth work from a justice orientation. They will be able to manage a diverse set of hands-on responsibilities and multiple simultaneous projects, while supporting and motivating an effective staff team in a grassroots, collaborative, youth-focused setting.

Hours: Full time, generally 10 am – 6 pm with some later evening and weekend hours required

Compensation: \$49,411/year plus health insurance, dental insurance, life & short/long term disability insurance, 403(b), flexible spending account, and generous vacation and sick leave package.

RESPONSIBILITIES

PROGRAM DEVELOPMENT & MANAGEMENT

- Collaboratively foster a dynamic vision for youth-driven middle and high school programs.
- Lead program development, assessment, evaluation and quality improvement.
- Lead youth programs team in planning, coordinating, implementing and evaluating daily youth activities of the Youth Resource Center and Teen Build Up with a strong emphasis on youth involvement and leadership.
- Create and maintain positive, enriching environment for young people at the LCEC.
- Support program coordinators in planning school year and summer programs in alignment with the [Lussier Framework](#). Run activities and clubs when necessary.
- Develop and facilitate strong positive relationships with youth and their families.
- Set behavior guidance standards and work with program teams, young people, and their families to create safe and meaningful programs.
- Organize crisis response and problem solving with youth and their families in need.
- Oversee the growth and development of Youth Action, the LCEC's youth organizing effort at the high school level.

- Oversee the successful implementation of the Jane Burrows Buffett Scholars program.

STAFF SUPERVISION & DEVELOPMENT

- Supervise program coordinators, youth workers, and AmeriCorps members.
- Work with LCEC Community Engagement Manager to recruit, train, supervise and support volunteers and interns.
- Ensure Partners for After School Success (PASS) AmeriCorps member requirements are met in a timely and effective manner as site supervisor.
- Lead and support orientation, ongoing professional development, and individual coaching plans for youth programs staff grounded in the [Lussier Framework](#) and in connection with overall LCEC training opportunities.

PROGRAM ADMINISTRATION & PARTNERSHIPS

- Work with existing partners and develop new partnerships to offer culturally and age-appropriate opportunities in arts, leadership and service learning, academic enrichment and health and fitness during the school year and summer.
- Build relationships with funders, schools and other youth serving organizations to advance LCEC Youth Programs and build a network of resources for youth and program development.
- Oversee and review data collection, analyze results, and work with staff on quality improvement. Write grant reports, especially to key government funders.
- Network with and join area collaborations to ensure LCEC's place in shaping out of school time in Madison.

PARTICIPATE FULLY IN THE SHARED WORK OF THE LCEC, COMMUNITY EVENTS, STAFF MEETINGS/TRAININGS, AND OTHER DUTIES AS ASSIGNED

REQUIRED EDUCATION & EXPERIENCE

- Significant experience in afterschool programs, youth organizing, and/or youth services with middle school and/or high school programs.
- Experience developing and implementing culturally relevant programming for middle and/or high school-aged youth.
- Knowledge of behavior management and conflict resolution and the ability to work with large or small groups of children.
- Supervisory experience and ability to promote teamwork. Ability to train, support and mentor volunteers, interns, staff/AmeriCorps members.
- Excellent written and verbal communication skills.
- Understanding and appreciation of socio-economically, ethnically and culturally diverse populations.

PREFERRED KNOWLEDGE & SKILLS

- High level of proficiency with Microsoft Office preferred
- Applicants with Spanish and/or Hmong language abilities welcome

TO APPLY

Download an application or complete the online application at LCECmadison.org/about/job-opportunities/ 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.

LCEC is an EOE/AA employer.