



LUSSIER COMMUNITY EDUCATION CENTER
building community. creating opportunities. enriching education.

MIDDLE SCHOOL GROUP LEADER

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

Our School Aged Afterschool programs create a child-centered environment that promotes learning, character development, healthy living, and positive, nurturing relationships.

The **Middle School Group Leader** works under the supervision of the Director of Programs and in collaboration with program staff to ensure the planning and implementation of positive youth development practices in all daily activities and interactions with children. The Group Leader is responsible for ensuring program quality including assisting in implementing curriculum, providing leadership and guidance to staff, and overseeing the ordering and distribution of snacks, materials and all supplies needed to operate the program. They will also provide direct service, when necessary, to execute the program.

With a commitment to meeting accreditation standards and extensive training and development in research-based practices, the Middle School Group Lead will also learn and grow and positively impact our children, families, and community.

HOURS: Full time, non-exempt. The hours worked are generally Mondays 1:15 PM-6:00 PM and Tuesdays-Fridays 2:40 pm – 6:00 pm, with some later evening and weekend hours required.

COMPENSATION: \$16.81/hour, plus health insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, paid vacation, nine paid holidays, four personal days, and twelve sick days.

DUTIES & RESPONSIBILITIES

- Implement program curriculum with school-aged program staff while ensuring the program follows DCFS and LCEC standards.
- Provide guidance to volunteers and Assistant Teachers in adhering to program quality standards.
- Facilitate collaboration with program staff to ensure quality program planning.
- Enhance parent/guardian/caregiver engagement and ensure that the program meets expectations for quality.
- Collaborate with teachers, principals and other staff at local schools to align and execute program activities and ensure program success.

- Assist in development and execution of special events and seasonal or early release days, including Summer Camp.
- Provide Program Director with highlights and success stories for reporting.

DESIRED SKILLS & EXPERIENCE

- Previous experience in a childcare or education setting supporting high-quality programs.
- Must have the proven ability to establish constructive relationships and interact as a positive role model for youth and staff demonstrating the values of respect, responsibility, caring and honesty.
- Commitment to and passion for the LCEC mission and a passion for working with diverse youth.
- Excellent verbal communication skills, including the ability to clearly and concisely present ideas and concepts and tailor communication to multiple audiences.
- Preferred: Bilingual

QUALIFICATIONS

- Must be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction.
- Preferred candidates will have satisfactorily completed, or have the ability to complete, one of the following within 6 months after assuming the position:
 - An assistant childcare teacher training program approved by the Wisconsin Department of Public Instruction.
 - At least 10 hours of training approved by the Wisconsin Department of Public Instruction.
 - A noncredit department-approved course in school-age care.
- Preferred: Driver's License and/or willingness to obtain within 6 months of hire.

TO APPLY

Please send a resume and cover letter via email to jobs@LCECmadison.org. Applications are accepted on a rolling basis and will be accepted until the position is filled.

Lussier Community Education Center is an EOE/AA employer.