



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 history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Ezekiel Gillespie Middle School and Memorial High School, the LCEC has a mission of building community, creating opportunities, and enriching education.

The Youth Programs Manager is responsible for development, implementation and evaluation of a comprehensive, licensed program for school-age children after school and during the summer with emphasis on academic support and enrichment, community service, health and fitness, and arts - all in alignment with the Lussier Framework. The Youth Programs Manager assists with recruiting the youth program team and supervises a team of teachers, assistant teachers, interns, and volunteers to generate more opportunities and resources for youth. This full-time, non-exempt position reports to the Director of Youth Programs.

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 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, non-exempt. The hours worked are generally Mondays - Fridays, 10:30 AM - 6:30 PM. Occasional later evenings and/or weekends required.

COMPENSATION: \$52,420.13/year plus health insurance, dental insurance, life & short/long term disability insurance, 403(b), flexible spending account for healthcare purchases, and a generous vacation, sick leave, and personal days package.

RESPONSIBILITIES

Implement a comprehensive, high quality out of school time School-Age Program in alignment with the [Lussier Framework](#) & Licensing

- 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 youth staff 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. This includes ordering food weekly as well as managing the cooking & cleanup of daily meals.

Lead continuous development and program quality improvement in Youth Programs

- Supervise youth program staff in conjunction with the Director of Programs; provide coaching, mentoring and professional development.
- Collaborate with other LCEC Staff 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 Youth Programs 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 Youth Programs

- Ensure adherence with Youth 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 and annual 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

REQUIRED SKILLS, TRAITS & EXPERIENCE

- Meet either the qualifications of a child care teacher under s. DCF 251.05 (3) (f) 2. and 3. or all the following conditions:
 - Be at least 18 years of age.
 - Have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction.
- Have at least 240 hours of experience as a group leader, school-age assistant, public or private school teacher, student teacher or practicum, coach, camp counselor, mentor through a community-based organization, or in another approved setting.
- Prior to assuming the position, a person hired to be a school-age program leader shall complete or obtain one of the following:

- Four credits in school-age child growth and development or its equivalent.
- The first 2 courses of the Registry Afterschool & Youth Development Credential.
- Two noncredit department-approved courses for school-age program and group leaders.
- One noncredit department-approved course and 2 credits in education, physical education, community health, child guidance, recreation, psychology, social work, or juvenile justice.
- Food Manager Certification, or ability to gain within 6 months of employment.
- Registry Certificate (www.the-registry.org) at level 12 or above (or ability to quickly attain).
- Supervisory experience.
- High level of proficiency with Microsoft Office.

PREFERRED SKILLS, TRAITS & EXPERIENCE

- Significant experience in licensed after school programs for School-Age children.
- Experience developing and implementing culturally relevant programming for School-Age children.
- Knowledge of behavior management and conflict resolution.
- 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](#).
- Understanding and appreciation of socio-economically, ethnically and culturally diverse populations.
- Excellent written and verbal communication skills.
- Applicants with Spanish and/or Hmong language are encouraged to apply.

TO APPLY

Please send a cover letter, resume and 1 page writing sample (750 to 1,000 words) via email to jobs@LCECmadison.org.

A completed application will be required before hire. An online application can be found at LCECmadison.org/about/job-opportunities/

You can also pick up an application at the Lussier Community Education Center, 55 S Gammon Rd, Madison.

LCEC is an Equal Opportunity Employer/Affirmative Action employer.