



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

HIGH SCHOOL PROGRAM ASSISTANT

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.

The position of High School Program Assistant was established for the purpose/s of helping our high school students develop and strengthen their academic, physical, and social skills by providing comprehensive programming and tutoring. The High School Program Assistant is responsible for supporting youth in their daily after-school activities (i.e. homework, performing arts, cooking club, financial literacy, identity groups, etc.) and organizing recreation activities. The High School Program Assistant will work under the direction of the Director of Programs.

LCEC collaborates with various partners throughout Dane County and emphasizes the importance of positive youth development, racial and social justice, and trauma-informed approaches in enrichment activities. The High School Program Assistant assists the Director of Programs and High School Program Lead to create, run, and evaluate high school programming for our diverse group of high school youth. The ideal candidate will be enthusiastic about working with young people and implementing culturally conscious programming.

HOURS: 20-25 hours/week (part time). Hours worked are generally 2:30 PM - 6:30 PM, Mondays - Friday, with some later evening and weekend hours required.

COMPENSATION: \$17.31/hour, plus three weeks paid vacation, eight paid holidays, 2 personal days, 4 sick days, short term disability insurance, long term disability insurance, and life insurance.

DUTIES & RESPONSIBILITIES

- Implement instructional learning activities for the purpose of improving students' academic, physical, and social skills.
- Participate in planning and implementing daily activities for high school youth through observation of their academic and social needs.
- Co-facilitate Youth Identity Groups.
- Encourage youth engagement in group activities to learn new skills and complete projects related to various types of art.

- Develop strong positive relationships with youth and their families.
- Support students as they problem solve personal issues and help to provide them with positive and healthy solutions.
- Build relationships with staff at schools and other youth serving organizations 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 partnering programs. Assist with classroom management. Interface with interns, partners, and volunteers.
- Support high school student recruitment and retention efforts and engage parents.
- Participate in the shared work of the LCEC, including but not limited to monthly Community Dinners, monthly staff meetings, and other events as they arise.
- Complete any other duties needed to help fulfill the mission of the LCEC and adhere to the LCEC Framework.

DESIRED SKILLS & EXPERIENCE

- Minimum of six months' experience working with youth in a similar capacity.
- Knowledge of behavior management and conflict resolution.
- 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.
- Excellent communication skills.
- Ability to work independently with minimal supervision.
- Valid driver's license, identification card, or passport.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age and have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction.
- Preferred: Valid Driver's License and/or willingness to obtain within 6 months of hire.
- Preferred: bilingual

TO APPLY

Please send a completed application and resume via email to jobs@LCECmadison.org. Application can be found on the LCEC website at www.lcecmadison.org/about/job-opportunities. Applications are accepted on a rolling basis and will be accepted until the position is filled.

Lussier Community Education Center is an Equal Employment Opportunity / Affirmative Action (EEO/AA) employer.