



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

LCEC FALL AMERICORP POSITION

Partners for After School Success (PASS) - A Community-Based AmeriCorps Program

Limited Term Employment - 1700 Hour Fall Slot
9/2/2024 - 8/23/2025

The LCEC Full-Time AmeriCorps Position placement is responsible for assisting the Middle School & High School Program Leads with the planning and implementation of activities for middle and high school youth for afterschool programming during the academic school year, plus during our summer camp programming.

HOURS: Full-Time, Limited Term Employment. The hours worked are generally Mondays - Fridays, 10:30 AM - 6:30 PM.

COMPENSATION: AmeriCorp members receive a living allowance of \$23,000 (\$884.62 bi-weekly, pre-tax); health, dental and vision insurance (single coverage, no premium costs); are able to put qualified student loans in forbearance; may apply for the WI FoodShare program (eligibility determined by the State); receive gear; and an education award of \$7,395.00 upon successful completion of the term.

DUTIES & RESPONSIBILITIES

1. Mentor/tutor youth attending Ezekiel Gillespie Middle School.
Assist with the setup of rooms and activity centers for program.
2. Assist staff and volunteers in implementation of activities for a group of 26 middle/high school age youth.
3. Give out nutritious snacks; assist youth with clean up.
4. Monitor daily attendance and completion of program reports.
5. Ensure the safety of participants by providing adequate supervision of all youth during all activities.
6. Assist with organizing and cleaning up materials and equipment at the end of the program and Center space is left in excellent condition.

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.
- Computer experience including Microsoft Office.
- Preferred: Bilingual

REQUIREMENTS & QUALIFICATIONS

- Serve 1700 hours by August 23, 2025.
- Be a citizen of the United States, a United States national, or a legal permanent resident of the United States.
- Have a high school degree or equivalent (or agrees to obtain a high school diploma or GED).
- Be at least 17 years old.
- Pass a criminal background check including National Sex Offender Registry, State(s) registry and FBI.
- Follow all PASS policies and AmeriCorps rules and regulations as outlined in the Member Agreement.
- Complete all enrollment and existing responsibilities.

TO APPLY

Please return your completed [PASS AmeriCorps Application](#) and a résumé electronically 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 Equal Employment Opportunity / Affirmative Action (EEO/AA) employer.