ELEMENTARY PROGRAM COORDINATOR

POSITION SUMMARY:

The Elementary Program Coordinator is responsible for the development and implementation of a comprehensive, licensed program for elementary age children after school and during the summer with emphases on academic support and enrichment, community service, health and fitness, and arts programming. The ideal candidate will have a strong grasp of the principles of quality school age childcare and culturally relevant programming. The Elementary Program Coordinator will also recruit and supervise a variety of AmeriCorps members, practicum students, interns, and volunteers to generate more opportunities and resources for children.

**Hours:** 40 hours per week, schedule varies, generally 10am-6pm and some evenings and weekends

**Compensation:** $30,000 plus health benefits, 3 weeks vacation/year, sick leave, disability insurance.

DUTIES AND RESPONSIBILITIES:

1. Plan, coordinate, and implement daily activities of the afterschool and summer programs
2. Develop the Elementary Program as a whole, including planning, record keeping and reporting, and evaluation.
3. Develop strong positive relationships with children and their families.
4. Supervise any assistants, interns and volunteers. Communicate effectively with staff, partners, and volunteers.
5. Network with local and regional organizations to provide participants culturally and age-appropriate opportunities in arts, leadership, service and academic enrichment.
6. Build relationships with funders, schools and other organizations which can provide volunteers, programming, funds, and other resources
7. Participate fully in the shared work of the Lussier Community Education Center including neighborhood events, staff retreats/meetings, fundraising efforts and other projects as they arise

DESIRED KNOWLEDGE AND ABILITIES

1. Significant experience in licensed afterschool programs, childcare for elementary age children. Registry Certificate (www.t-net.org) at level 12 or above (or ability to quickly attain such a certificate) preferred.
2. Experience developing and implementing culturally relevant programming for elementary age children.
3. Knowledge of behavior management and conflict resolution and the ability to work with large or small groups of children.
4. Supervisory experience and ability to promote teamwork. Ability to train, support and mentor volunteers, interns, staff/AmeriCorps members.
5. Excellent written and verbal communication skills.
6. Understanding and appreciation of socio-economically, ethnically and culturally diverse populations.
7. Mature attitude, creativity, resourcefulness, and a positive role model for youth.

Applications and one-page writing samples received by January 20, 2012 will receive first consideration. Applications are available at Lussier Community Education Center, 55 South Gammon Road, Madison, WI 53717. You may request that an application be faxed or emailed to you by emailing frieda@LCECmadison.org (preferred) or calling (608) 833-4979. Resumes are welcome with an application but not in place of one.

Note: Ideal writing samples include excerpts from grant proposals, press releases, fundraising letters or reports that demonstrate the candidate’s ability to clearly/compellingly communicate the details and importance of a program or event. Samples may be pieces created for this application referencing a real program in which the candidate was actually involved.