Teen Build Up Program Coordinator

POSITION SUMMARY:

The Teen Build Up (TBU) Program Coordinator is responsible for the development, coordination and implementation of LCEC’s work with high school age youth, including all programming, advocacy, training and organizing. The TBU Program Coordinator will work directly and extensively with teens and will also recruit and supervise a variety of AmeriCorps members, interns, and volunteers to generate more opportunities and resources for youth. The TBU Program Coordinator works closely with staff at Memorial High School and other youth focused community organizations.

Hours: 40 hours per week, schedule varies, generally 11am-7pm and some weekends
Compensation: $30,000 plus health benefits, 3 weeks vacation/year, sick leave, disability insurance.

DUTIES AND RESPONSIBILITIES:

1. Develop and coordinate recreational, cultural and social activities which draw a broad base of teens into the center
2. Implement educational and self-development opportunities which meet the immediate needs of teens
3. Advocate for individual youth in school and the community and connect them to needed resources when they are in crisis
4. Identify, train and support youth leaders to develop their own organizing efforts and take action on issues impacting their communities
5. Work with Volunteer Coordinator to supervise, train and support volunteers, interns, apprentices and AmeriCorps members
6. Document youth activities and complete necessary reports to funders
7. Network with local and regional organizations to provide training and exchange opportunities in support of organizing efforts
8. Build relationships with funders, schools and other organizations which can provide training, funds, and other resources
9. 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. Strong experience in and understanding of organizing and providing programs to youth from low-income neighborhoods
2. Ability to create and coordinate programming that attracts a diverse base of youth
3. Experience in crisis intervention and advocacy with teens
4. Ability to train, support and mentor youth leaders, interns and AmeriCorps members
5. Knowledge of systems with which teens interact (school, police, juvenile justice, etc.)
6. Excellent communication skills
7. Ability to work as a member of a team and promote teamwork
8. Ability to work independently with minimal supervision
9. Facilitation skills
10. Mature/positive attitude, creativity and resourcefulness

Application and a writing sample (maximum one-page) are required. Application received by August 20, 2012 will receive first consideration. You may download an application in Word at www.LCECmadison.org (contacts/resources) or pick up an application at the Lussier Community Education Center, 55 S Gammon Road, Madison, WI 53717. Resumes and cover letters will be accepted with an application but not in place of one. Please email to susan@lcecmadison.org

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.