



**PROGRAM SUPPORT COORDINATOR  
JOB ANNOUNCEMENT  
WISCONSIN YOUTH COMPANY**

Are you looking for a meaningful career working with children? Do you enjoy daily variety and working with an energetic and passionate team? **Wisconsin Youth Company has an opening for the program support coordinator in our high-quality before and after school programs.** We are looking for responsible individuals who work well with children and their families by providing a welcoming, safe place for children to play and learn during non-school hours.

**Position Summary:** The program support coordinator plays a vital role in supporting out-of-school-time programs in Waukesha County through administrative tasks and direct program support. Administrative duties include office management, clerical duties, support of registration, and quality improvement projects. The program support coordinator is a member of the program team and will have responsibilities of supporting and substituting within the before school, 4K wrap, after school, and summer programs, as appropriate.

**Qualifications/Skills:**

- Must be 21 years of age
- Ability to cultivate and maintain positive relationships with children, families, school personnel, and others
- Excellent verbal, written and interpersonal communication skills
- Excellent decision-making and customer service skills
- Course work in Early Childhood Education I and II or school age equivalent OR child development, elementary education, physical education or other child-related field preferred
- Working knowledge of Microsoft Office and databases preferred
- Experience with DCF state licensing and YoungStar preferred

**Employment Benefits:** We offer competitive wages and a comprehensive benefits package for full-time employees including:

- Sick/personal leave and paid holidays
  - Health and dental insurance
  - Fitness membership reimbursement
  - Paid training and certifications
  - Professional development and opportunities for growth
  - Merit raises based on performance evaluations
  - Retirement plan
  - Short and long-term disability insurance
  - Life insurance
  - Mileage reimbursement
  - Enrollment in After School programs at a discounted rate, first child is no charge
- Complete Benefit Summary available upon request*

**Program Support Coordinator:** Year-round position, \$13.50-16 per hour, non-exempt  
40 hours per week, Monday through Friday  
Program Location: Waukesha County School districts  
Reports to Waukesha Program Coordinator

**How to Apply:** Apply online at [wisconsinyouthcompany.org/work-with-us](http://wisconsinyouthcompany.org/work-with-us) or send cover letter and resume to [hiringscommittee@wisconsinyouthcompany.org](mailto:hiringscommittee@wisconsinyouthcompany.org).

**Equal Employment Opportunity and Affirmative Action Employer**