



ADULT SERVICES COORDINATOR NEIGHBORHOOD CENTERS JOB ANNOUNCEMENT

If you have a passion for supporting families, building community, and providing much needed services, we're looking for you! **Wisconsin Youth Company has an opening for an adult services coordinator to join its neighborhood center team.** Become a part of a valuable team serving residents by providing a friendly space and essential services in the Elver Park and Theresa Terrace neighborhood center service areas.

Position Summary: The person in this position will coordinate all adult services at both the Elver Park and Theresa Terrace neighborhood centers. These services include but are not limited to food pantry, computer/fax/phone access, adult fitness or ESL classes, group meetings, and accessing other services in the building. This position is supervised by the director of neighborhood centers and will work closely with other center staff.

Qualifications:

- High school diploma or GED
- 25 years of age or older
- Possess a valid driver's license
- Ability to cultivate and maintain positive relationships with families, residents, community partners, and others
- Ability to perform physical tasks of the job including pushing and lifting
- Excellent verbal and interpersonal communication skills
- Direct experience working with diverse populations from various socioeconomic backgrounds

Employment Benefits: We offer a comprehensive benefits package including

- Fitness membership reimbursement
- Paid training and certifications
- Professional development and opportunities for growth
- Merit raises based on performance evaluations
- Paid holidays
- Enrollment in childcare programs at a discounted rate, first child is no charge
- Health and dental insurance
- Retirement plan
- Short and long-term disability insurance
- Life insurance

Adult Service Coordinator-neighborhood centers starting wage is \$14/hour

Job Status: Full-time, 40 hours per week

Work Schedule: Monday-Friday, between 9 a.m. and 6 p.m. Hours dependent upon center events, programming, and scheduling needs. Evening and weekend hours required.

How to Apply: Email your cover letter and resume to jweber@wisconsinyouthcompany.org and hiringcommittee@wisconsinyouthcompany.org. We will accept applications until the position has been filled.

Equal Employment Opportunity and Affirmative Action Employer