



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

Why work for Wisconsin Youth Company?

- Wisconsin Youth Company values its staff. We provide competitive pay, a variety of benefits, and know the importance of work-life balance.
- We offer a dynamic environment and culture that is safe, friendly, inclusive and collaborative.

Apply online today at wisconsinyouthcompany.org/staff/work-with-us/ or send cover letter and resume to hiringcommittee@wisconsinyouthcompany.org.

Employment Benefits Include but are not Limited to:

- 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

Hours & Pay:

Year-round position, \$17-19 per hour, non-exempt
40 hours per week, Monday through Friday
Program Location: Waukesha County school districts
Reports to Waukesha Program Manager

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.

The Ideal Candidate:

- 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
- Coursework 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

Location:

This position is located within Waukesha County supporting programs at Cushing Elementary, Magee Elementary, Merton Community School District, and Summit View Elementary.

Equal Employment Opportunity and Affirmative Action Employer