



## PROGRAM LEADER ELVER PARK NEIGHBORHOOD CENTER, TEEN VIRTUAL SCHOOL DAY PROGRAM JOB ANNOUNCEMENT

If you have a passion for families and community, enjoy working with youth and cultivating positive experiences, we're looking for you! **Elver Park Neighborhood Center (EPNC), has an opening for a virtual school day program leader to join its neighborhood center team.** Become a part of a valuable team serving youth and families by providing a high-quality and safe place for youth to learn and grow in the Elver Park area.

**Position Summary:** The program leader is responsible supervising and supporting middle and high school youth during their virtual school day and planning and implementing fun, explorative learning opportunities that are developmentally appropriate. In addition, this position includes some administrative tasks such as attendance, record keeping and grant tracking. The program leader is part of the neighborhood center team that works closely together to support our families and community.

### **Qualifications:**

- Must be at least 18 years of age high school diploma or GED
- Direct experience working with diverse populations of school age children from a variety of socioeconomic backgrounds is preferred
- Experience with behavior management and conflict resolution with youth
- Experience with middle and high school students
- Ability to cultivate and maintain positive relationships with teen, families, school personnel, and others
- Excellent verbal and interpersonal communication skills
- Track and report grant objectives for program
- CPR/first aid required (CPR/First aid will be provided)

### **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

**EPNC Program Leader, Teen Program,** entry level starting wage is \$13.25 per hour

Job Status: Part-time, 30 hours per week

Work Schedule: Monday-Friday, 7:45 a.m.-2:15 p.m., some evenings as needed

**How to Apply:** Email resume to [jweber@wisconsinyouthcompany.org](mailto:jweber@wisconsinyouthcompany.org) and [hiringcommittee@wisconsinyouthcompany.org](mailto:hiringcommittee@wisconsinyouthcompany.org). We will accept applications until the position has been filled.

**Equal Employment Opportunity and Affirmative Action Employer**