



## **PROGRAM MANAGER JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY**

Wisconsin Youth Company has an opening for an After School Program Manager. We are looking for someone who enjoys working with children and managing a team of talented employees. This person will have excellent organizational, management and leadership abilities. Two+ years in supervising children and employees required.

### **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.
- The program manager position is the perfect full-time job that offers a mix of work-from-home and daily in-person opportunities.

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

### **Employment Benefits Include but are not Limited to:**

- Vacation pay
- Sick/personal leave
- 10 paid holidays each school year
- Health insurance
- Dental and vision insurance
- Retirement plan with employer contribution
- Madison Metro bus pass
- Student loan paydown and college save up plans
- Fitness membership reimbursement
- Childcare benefit: Enrollment in After School and camp programs at a discounted rate, first child is no charge
- Paid training, professional development, and certifications. Opportunities for growth.
- Short- and long-term disability insurance; life insurance
- Mileage reimbursement

### **Hours & Pay:**

This is a year-round exempt (salaried) position

**Up to \$25 per hour**, pay is based on education and experience

General Hours: Monday-Friday 9 a.m.-6 p.m. (exact hours may vary slightly each day)

Program hours: Monday 1:10-5:45 p.m., Tuesday-Friday 2:30-5:45 p.m.; these are required in-person hours

Reports to Assistant Director of Operations

**Position Summary:** The program manager is responsible for management, implementation, and monitoring of After School programs at several elementary schools in Dane County. Major responsibilities include personnel management, training and evaluating staff, monitoring sites for quality and risk management standards, daily on-site program support and subbing, managing budgets, working collaboratively as a team, and other administrative duties. This individual also supports summer day camp programs.

### **The Ideal Candidate:**

- Has completed college-level (or equivalent) courses in education (early childhood, elementary, or related); bachelor's degree preferred.
- Has at least two years of management experience
- Has experience working with children ages 5-12
- Is experienced with DCF state childcare licensing and YoungStar

- Is organized and has leadership abilities
- Has experience working with diverse groups of people
- Must be 21 years of age.
- Must have reliable transportation and a valid drivers' license.
- Has experience with Office 365 and Microsoft Suite

**Equal Employment Opportunity and Affirmative Action Employer**