



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

Why work for Wisconsin Youth Company?

- \$750 sign-on bonus!
- 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 support coordinator position is the perfect full-time job that offers a mix of work-from-home and in-person opportunities

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:

- Vacation & sick/personal leave
- 10 paid holidays each school year
- Health insurance
- Dental insurance
- Student loan paydown and college save-up plans
- Fitness membership reimbursement
- Child care benefit- enrollment in Summer Day Camp and After School programs at a discounted rate, first child is no charge
- Paid training, professional development, and certifications. Opportunities for growth.
- Retirement plan
- Short- and long-term disability insurance; life insurance
- Mileage reimbursement

Hours & Pay:

Year-round, up to \$20 per hour, pay is based on education and experience
40 hours per week, Monday through Friday

Position Summary:

The program support coordinator plays a vital role in supporting out-of-school-time programs in Dane County through administrative tasks and direct program support. Administrative duties include supply organization, support of registration, and quality improvement projects. The program support coordinator is a member of the program team and will have the responsibility of supporting and substituting within After School, and summer programs on a daily basis.

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 education or other child-related field, preferred
- Working knowledge of Microsoft Office and databases, preferred
- Experience with DCF state licensing and YoungStar preferred

Equal Employment Opportunity and Affirmative Action Employer