



## PROGRAM SUPPORT COORDINATOR WISCONSIN YOUTH COMPANY

**Position Summary:** the program support coordinator is responsible for the behind the scenes work that support after school and summer day camp programs. This position works with families on accommodation plans and medication management in programs. The position orders, distributes, maintains and inventories snack, first aid supplies, and other important program materials. This position collaborates with multiple staff across the organization. This individual supports in-person at after school and summer day camp programs.

### **Hours and Pay:**

full time, year-round position, non-exempt, starting at \$20 per hour  
40 hours per week, Monday through Friday; general hours 9:30 a.m. - 6 p.m.  
Reports to senior director of programs

**Employment Benefits:** we offer competitive pay and a comprehensive benefit package for full time employees including:

- Generous vacation, sick/personal leave and holidays
- Health, dental and vision insurance
- Fitness membership reimbursement
- Paid parental leave
- Madison Metro bus pass
- Mileage stipend
- Student loan pay-down and college save-up plans
- Company paid life insurance & disability
- 403(B) plan with employer match
- School age child care benefit- send your child to Wisconsin Youth Company programs free of charge!

### **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 support coordinator position is the perfect full-time job that offers a mix of work-from-home and in-person opportunities.

### **Qualifications/Skills:**

- Must be 18 years of age; college-level (or equivalent) courses in education required
- Proficient in Microsoft Excel and Word
- Must be a self-starter who is organized, detail-oriented and analytical
- Excellent verbal, written and interpersonal communication skills
- Should feel confident managing a large group of children
- Experience with DCF state licensing preferred

### **Location:**

This is a hybrid position working between our administrative office on the east side of Madison, home and various after school locations throughout Dane County. Program locations are located within school buildings in Madison, Middleton, Waunakee and Verona.

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

**\*Equal Employment Opportunity and Affirmative Action Employer**