



**PROGRAM SUPPORT SPECIALIST  
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/](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:**

- Sick/personal leave and paid holidays
- Health, vision and dental insurance
- Fitness membership reimbursement
- Paid training and certifications
- Professional development and opportunities for growth
- Retirement plan with employer contribution
- Short and long-term disability insurance; life insurance
- Mileage reimbursement
- Madison Metro bus pass
- Enrollment in After School programs at a discounted rate, first child is no charge

**Hours & Pay:**

Year-round position, \$15.50-17.50 per hour, non-exempt  
32 hours per week, Monday through Friday, must be available between 2-6 p.m. each day. There is flexibility with scheduling the additional 12 hours each week.  
Reports to Operations Manager

**Position Summary:** The program support specialist plays a vital role in supporting out-of-school-time programs in Dane County through direct work in program with elementary-aged children and additional administrative tasks. Administrative duties include contacting families regarding child health information via phone and email, support of registration process, and quality improvement projects. The program support specialist is a member of the program team and substitutes within after school and summer programs daily.

**The Ideal Candidate:**

- Must be 18 years of age
- Has a high school diploma or GED
- Values building relationships with children and families
- Has the ability to supervise an active group of children
- Has experience working with children in any setting. Experience within DCF licensed childcare preferred.
- Has excellent verbal, written and interpersonal communication skills
- Has effective decision-making and customer service skills
- Has experience with Microsoft Office

**Location:**

This position is located within Dane County supporting programs in Madison Metropolitan School District, Middleton Cross-Plains Area School District, Verona Area School District and Waunakee Area School District. Administrative work will take place from our co-working office in Madison and from home.

**Equal Employment Opportunity and Affirmative Action Employer**