



## JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY RECRUITMENT & TRAINING DIRECTOR (HYBRID)

Wisconsin Youth Company has an opening for a recruitment & training director in Madison, WI. We are looking for an individual to join our team who is creative, detail-oriented, and fosters teamwork.

### 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 recruitment & training director position is the perfect full-time job that offers a mix of work-from-home and in-person opportunities.

**Position Summary:** Wisconsin Youth Company offers more than 35 different out-of-school time programs yearly, in Dane and Waukesha Counties. We hire, on average, 60 employees each year. The recruitment and training director oversees the talent acquisition strategies for after school, summer camp, and administrative positions. The director plans and implements hiring strategies and marketing of employment opportunities within the organization. This individual supervises one human resources staff and works closely with hiring directors and managers to ensure the successful completion of hiring, on-boarding practices, and continuing education opportunities.

**Schedule & Rate of Pay:** Year-round full-time position, starting at \$30 per hour, exempt Standard business hours Monday-Friday, hybrid position between home and our co-working space in Madison. Exact schedule will be determined upon hire.

### Qualifications:

- Excellent verbal, written, and interpersonal communication skills
- Strong understanding and experience recruiting, interviewing, and onboarding
- Experience sourcing candidates from online hiring platforms
- Excellent organization and time management skills
- Experience developing and implementing training for adults
- Knowledge of employment regulations as they relate to hiring
- Bachelor's degree required, with coursework in human resources or related field preferred
- At least three years' experience in human resources or talent acquisition required

**Employment Benefits:** We offer a comprehensive benefit package for full-time employees including, but not limited to:

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

**How to apply:** Apply online at [wisconsinyouthcompany.org/staff/work-with-us/](http://wisconsinyouthcompany.org/staff/work-with-us/) or email your resume to [hiringcommittee@wisconsinyouthcompany.org](mailto:hiringcommittee@wisconsinyouthcompany.org).

**Equal Employment Opportunity and Affirmative Action Employer**