



Girl Neighborhood Power (GNP) Coordinator

Organization Overview: Vera Court Neighborhood Center (VCNC) is a nonprofit located on the northside of Madison that provides healthy meals, academic support, and after school programming. Since 1994, VCNC has supported our northside Madison community by addressing the needs identified by residents.

Wage & Benefits: This is a part time position with benefits with a wage of \$18.00/hour and a benefits package including: paid holidays, paid vacation, and sick leave are available for part time employees.

Job Description: The GNP Coordinator coordinates and facilitates programming for girls age 9-14 at Vera Court Neighborhood Center. The GNP Coordinator works closely with lead program staff to plan and implement program activities, supervise participants, and have an opportunity to be a positive influence in the lives of youth. A successful GNP coordinator will build positive relationships with children, families, staff and maintain safe environments.

Responsibilities:

- Recruit and retain elementary and middle school girls committed to succeeding in the GNP program. Outreach in schools, in the community, and through other service providers.
- Facilitate specific program components including: Healthy relationships, health and fitness, nutrition education, positive recreation, civic engagement, cultural enrichment, and academic achievement
- Plan and implement a variety of recreational activities through own talents and collaborations with community organizations.
- Provide record-keeping of participants and program attendance.
- Complete quarterly reports.
- Assist in supervision of AmeriCorps members, interns, and volunteers in the program.

- Serve as a role model for girls age 9-14. Conduct should be respectful and emphasize appropriate positive values.
- Follow participants' behavior and grades through regular contact with MMSD.
- Maintain regular contact with parents/guardians of participants to discuss participation in the program.

Desired Qualifications

- At least 2 years' experience coordinating and facilitating youth programs.
- At least 21 years of age, a valid driver's license and a clean driving record to be eligible for insurance to drive our 15 passenger vans.
- Experience supervising staff or volunteers.
- Skilled in building and maintaining relationships with families, schools, and organizations.
- Demonstrates leadership skills and ability to facilitate a positive team environment.
- Experience working with children, youth, and families in a community setting desired.
- Demonstrates cultural competency.
- Bilingual Spanish-speaking skills a plus.

Schedule/Hours: Approximately 12-14 hours per week on the following schedule:

- Monday and Wednesday, 5:00-8:30pm
- Thursday, 2:30-5:30pm
- Program coordinators receive 3 hours of planning time per week to be completed on site.

Compensation: \$18.00/hr

Employment Benefits:

- Paid holidays
- Paid vacation
- Sick leave

Application Deadline: Hiring immediately until all positions are filled. To apply, please email a resume or work history to tomq@veracourt.org