



## **Elementary After School Program Leader**

**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.

**Job Description:** Elementary After School Program Leaders will work on a team to help meet the needs of our elementary after school programming. Program Leaders work 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 program leader will build positive relationships with children, families, staff and maintain safe environments.

### **Responsibilities:**

- Serve as a positive role model for elementary age youth
- Assist with the planning and coordination of the Elementary age after-school program.
- Plan and lead 1-2 activities each week for a group of 8-10 youth.
- Provide active supervision and ensure safety of program participants at all times.
- Collaborate and cooperate with Elementary Programs Manager and other afterschool staff.
- Attend mandatory staff meetings and mandatory training.
- Assist with opening and closing procedures each day including room set-up, clean up, and transitions.

### **Desired Qualifications**

- At least 2 years experience working with elementary aged children in the areas of academic tutoring and mentoring.
- Ability to be flexible and work together as part of a fast paced after-school team.
- Strong communication skills

- Knowledge of and experience with: problem solving; behavior management; and conflict de-escalation/resolution.
- Mature attitude, creative, resourceful, and a positive role model for youth.
- Demonstrates cultural competence.
- Bilingual Spanish-speaking skills are a plus.

**Hours:** 18-20 hours per week

- Monday 12:45-5:45, Tuesday-Thursday 2:00-5:45, Friday 2:15-5:30 (this schedule is subject to change). Program leaders have two additional planning hours each week.
- 18-40 hours a week during our 8 week summer camp

**Compensation:** \$16.00/hr

**Employment Benefits:**

- Paid holidays
- Paid vacation
- Sick leave
- Professional development stipend

**Application Deadline:** Hiring immediately until all positions are filled.

Please email a cover letter and resume to [tomq@veracourt.org](mailto:tomq@veracourt.org)