



## Elementary Program Manager

**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:** The Elementary Program Manager for Vera Court Neighborhood Center (VCNC) will have direct service in youth programming, supervise all elementary school staff and be a member of the center management team responsible for the day-to-day operation of the center. You will be able to manage a diverse set of responsibilities, multiple projects, and work with a highly motivated staff in a community setting. This is the ideal position for an individual looking to have a leadership role in the management of a nonprofit agency.

**Salary & Benefits:** This is a full time position with benefits with a starting salary in the range of \$42,000-\$46,000 and a generous benefits package including: 7 paid holidays, 2 weeks paid vacation (3 weeks after your first full year of employment, increases with longevity), sick leave (8 hours/month), health insurance (85% employer paid), 403(b) retirement plan with up to 5% employer match, professional development stipend and more.

### Elementary Program Manager Responsibilities:

- Coordinate, plan, and facilitate the Elementary After School Program with a daily attendance of 45 youth. This includes planning, developing, staffing, and reporting all Elementary program activities such as: academic tutoring, literacy, enrichment activities, nutrition, outdoor education, sports and rec, arts and crafts, large motor skills games, partnership grants, community partnerships, field trips, and conflict resolution techniques.
- Work with the Program Director in developing elementary program expectations, outcomes, and long-term planning.
- Recruit elementary school age youth participants committed to succeeding in school and in the community. Outreach in schools, in the community, and through other service providers.
- Staff program during all meeting times.
- Maintains all program supplies, elementary program room, vans, supply closets, playground, and computer lab daily.
- Daily supervision to a team of 2-3 youth workers, interns, and volunteers. Including weekly check-ins with the elementary team and performance reviews.
- Recruit, train, and supervise volunteers and interns working with the program.
- Build and maintain positive relationships with local elementary teachers, social workers, and MMSD administration.
- Offer in-school support to elementary participants through regular visits to classrooms during school hours.

- Plan, coordinate, and facilitate the 8-week Elementary school summer camp with 45 youth daily.
- Maintain regular parent contact of participants. Build positive relationships with youth and their families.
- Daily, weekly, and monthly record-keeping of participants and program attendance, completing quarterly and annual program reports.
- Serve as a role model for all youth and staff. Conduct should be respectful and emphasize appropriate positive values.

**Administrative Team Member Responsibilities:**

- Share administrative duties associated with day-to-day operation of the center.
- Participate in shared programming duties of the center that include program development, coordinating volunteer efforts, family and community engagement events, program/center reporting, and community outreach.
- Continually work with VCNC’s team of directors, coordinators, and staff to develop short, medium, and long-range goals and implement plans for program improvement, expansion, and evaluation.
- Develop, streamline and/or enhance internal systems that support center programs (examples may include volunteer management, staff development resources, and program documentation).

**Desired Qualifications:**

- Bachelor’s degree in related field (or the equivalent in education and experience) and a minimum of 3 years experience working with elementary-aged youth.
- At least 2 years of supervisory experience with paid staff or AmeriCorps members.
- Demonstrated knowledge of coordinating and facilitating elementary-aged youth programming.
- Demonstrated knowledge of culturally competent and anti-racist practices.
- Demonstrated knowledge of effective out-of-school time practices.
- At least 21 years of age with a clean driving record and the ability to drive a 15-passenger van.
- Skilled in building and maintaining relationships with diverse families, schools, and organizations.
- Demonstrates leadership skills and ability to facilitate a positive team environment.
- Bilingual Spanish-speaking skills are a plus.
- VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

Interviews will be scheduled on a rolling basis.

This is a full time position with benefits.

Salary will be in the range of \$42,000 - \$46,000, dependent on experience.

**General schedule:**

Monday-Friday 9:00am-6:00pm with one to two evenings per week. Summer camp hours are Monday-Friday 8:30am-4:30pm.

Occasional weekend hours as needed for programs.

More information regarding Vera Court Neighborhood Center can be found at [www.veracourt.org](http://www.veracourt.org)

To apply, email resume and cover letter to [tomq@veracourt.org](mailto:tomq@veracourt.org) with the subject line: Application for Elementary Program Manager