



Middle and High School Programs 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 Middle and High School Programs Manager for Vera Court Neighborhood Center (VCNC) will have direct service in youth programming, supervise all middle 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 \$45,000-\$47,000 and a generous benefits package including: 8 paid holidays, 2 weeks paid vacation (3 weeks after your first full year of employment and 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 and more.

MS/HS Program Manager Responsibilities:

- Plan, coordinate and facilitate the middle school academic Rise program.
- Plan, coordinator and facilitate the Middle School and High School Youth Leadership program.
- Recruit middle school and high school age youth participants committed to succeeding in school and in the community.
- Staff program during all meeting times.
- Daily supervision to a team of 2-4 AmeriCorps PASS members.
- Collaborate with Girl Neighborhood Power (GNP) and Life as a Boy (LAAB) Program Coordinators.
- Recruit, train, and supervise volunteers and interns working with the program.
- Maintain positive relationships with MS and HS teachers, social workers, and other MMSD staff.
- Offer in-school support to Rise participants through regular visits to classrooms/study halls during school hours. Attend FACE committee meetings, grade-level team meetings, etc.
- Coordinate/Facilitate the 8-week Middle School summer camp program for 25-30 youth.
- 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.

Administrative Team Member Responsibilities:

- Share administrative duties associated with day-to-day operation of the center.
- Participate in shared programming duties of the center including: program development, coordinating volunteer efforts, family and community engagement events, program/center reporting, and community outreach.
- Collaborate 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.

Desired Qualifications:

- Bachelor's degree in related field (or the equivalent in education and experience) and a minimum 2 years' experience working with middle or high school youth
- Demonstrated knowledge of coordinating and facilitating middle or high school programming.
- At least 2 years experience of direct supervision of staff and volunteers.
- Skilled in building and maintaining relationships with families, schools, and community organizations.
- Demonstrates leadership skills and ability to create a positive team environment.
- Understanding of anti-racist and culturally competent practices.
- At least 21 years of age with a clean driving record and the ability to drive a 15-passenger van.
- Bilingual Spanish-speaking skills are a plus.

This position will be posted until filled with interviews conducted on a rolling basis.

General schedule:

Monday, Wednesday and Thursday 10:30am-6:30pm.

Tuesday and Fridays 12:30-8:30 or 9pm.

Occasional additional evening and weekend hours.

Final schedule to be discussed upon hire.

More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org

To apply, email resume and cover letter to tomq@veracourt.org with the subject line: Application for MS/HS Program Director.