



Middle School Program Assistant

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 School Program Assistant will work on a team to help meet the needs of our middle school after school and evening programming. The Program Assistant 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 program assistant will build positive relationships with children, families, staff and maintain safe environments.

Responsibilities:

- Serve as a positive role model for middle school age youth
- Assist with the planning and coordination of the RISE after-school program and evening Youth Leadership programs.
- Provide homework and academic support for middle school students in our after school RISE program.
- Assist with the planning and coordination of the
- Provide active supervision and ensure safety of program participants at all times.
- Collaborate and cooperate with the Middle & High School 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 1 year experience working with middle-school 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: 25 hours per week

- **Monday:** 2:00-5:45pm; **Tuesday:** 3:00-8:00pm; **Wednesday:** 3:00-5:45pm; **Thursday:** 3:00-6:30pm; **Friday:** 3:00-9:00pm. Program assistants get three planning hours each week.
- Some flexibility for other evenings and weekends is required for community events.

Compensation: \$17.00/hr

Employment Benefits:

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

Application Deadline: Hiring immediately until all positions are filled.

To apply, please email a resume or work history to tomq@veracourt.org