



BLW Center
1917 Lake Point Drive | Madison, WI 53713
608.441.6991 | general@blwcenter.org

Youth Program Director

The Bridge Lake Point Waunona (BLW) Neighborhood Center serves over 5,000 residents on Madison's south side through access to basic needs, translation services, after-school and summer camp programming, healthy meals, adult enrichment programming and much more. The BLW Center will be moving into a new center in 2022 and in preparation of expanded services in the new center the position of Program Director has been created and will take a leadership role in ensuring that BLW has motivated, positive, effective staff that provide excellent programs in an organized and welcoming environment. The Program Director's responsibilities range from day-to-day center leadership, youth program facilitation, staff supervision, community partnership development and program design. As a member of the Administrative Team, the Program Director plays a major role in guiding and running the day-to-day programming at the center as well as working closely with the Center Director and the Agency's Executive Director.

Strong candidates will be able to manage a diverse set of responsibilities, multiple projects and develop a highly motivated staff in a community setting. This is the ideal position for an individual looking to have a major leadership role in the management of a nonprofit agency.

Youth Program Responsibilities:

1. Supervise, support and mentor the Elementary, Middle Coordinators and develop a new High School Program.
2. Facilitate the day-to-day operation of youth programs.
3. Provide Program Coordinators with resources and day-to-day supervisory support necessary for them to effectively implement, recruit, expand and continually improve all BLW programs.
4. Provide financial oversight for individual programs, authorizing expenses and working with the Center Director to monitor and adjust expenses in relation to individual program budgets.
5. Responsible for new staff orientation, onboarding, coordination of professional development workshops or referrals, monthly all-program staff meetings and individual work with staff on areas of growth.
6. Assist Program Coordinators in hiring, training, evaluating and supervision of all youth workers, AmeriCorps members, interns and volunteers in center programs.
7. Directly supervise AmeriCorps members.
8. Oversee the completion of quarterly and annual program reporting to major funders such as the City of Madison and United Way.
9. Work in partnership with Program Coordinators with monthly Family Engagement nights and community engagement events.
10. Represent BLW youth programs at community partnership meetings such as school and Madison Out-of-School Time (MOST) meetings.





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11. Collaborate with the Fund Development team to ensure the timely completion of grant requirements, goals, outcomes and reports.
12. Collaborate with Program Coordinators in problem solving, including but not limited to staff shortages, incidents/injuries, behavior management plans, family referral services, etc.

Administrative Team Member Responsibilities:

1. Work with agency administration, the Center Director and Program Coordinators to develop short, medium and long-range goals and implement plans for program improvement, expansion and evaluation.
2. Share administrative duties associated with day-to-day operations of the center. Including greeting and working with community residents, assisting residents when needed with questions, computer lab assistance, or referral services.
3. Develop, streamline and/or enhance internal systems that support center programs (examples may include volunteer management, staff development resources, and program documentation).
4. Work with the BLW community and the greater Madison area to promote the use of the BLW facility as a meeting space for local agencies and individual service providers.
5. Recruit adult participants for a variety of neighborhood center activities including volunteering, family engagement activities, event planning, and center sponsored classes.
6. Support the day-to-day upkeep of building, grounds, vehicle improvements and repairs

Desired Qualifications:

- Bachelor's Degree in a related field preferred but not required.
- At least 5+ years of experience in youth services or in an educational setting, preferably in an urban area.
- At least 21 years of age with a valid driver's license and driving record that meets insurability requirements as defined by the agency's insurance carrier.
- Cross-cultural experience, preferably in a nonprofit organization
- Proven leadership ability and a minimum of 4 years employee supervisory experience
- Strong problem-solving skills and initiative. Ability to perform responsibilities in a self-directed environment.
- Skilled in building and maintaining relationships with families, schools, and organizations.
- Appreciation of ethnically diverse populations.
- Collaborative work style which values community and staff input.
- Strong written and oral communication skills.
- Considerable knowledge of youth development principles, behavior management, guidance, outcomes evaluation, collaboration, and program management.
- Bilingual Spanish-speaking skills a plus.
- BLW is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.





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This is a fulltime position with exceptional benefits including health insurance, life & short/long term disability insurance, 403(b) with a generous vacation and sick leave package. Salary will be in the range of \$42,000-\$44,000 (higher range based on qualifications).

General schedule: Mon.-Fri. 9:00am-6:00pm. Some weekend and evening hours will be required.

More information regarding BLW Neighborhood Center can be found at blwcenter.org. To apply, email resume and cover letter to arturo@blwcenter.org with the subject line: Youth Program Director Application. Qualified applicants may be interviewed on a rolling basis with an application closing date of May 23rd 2021.

