



BRIDGE • LAKE POINT • WAUNONA
NEIGHBORHOOD CENTER

Job Title: Elementary Program Coordinator

Overview

We are seeking an enthusiastic and detail-oriented Elementary Program Coordinator to lead the planning, development, and implementation of the Bridge Lake Point Waunona Center's Elementary Program. This vibrant program serves approximately 50 children in grades 1-5, offering a dynamic blend of academic support, recreational activities, and culturally relevant programming. The ideal candidate will possess a strong understanding of educational best practices and a genuine commitment to fostering an inclusive environment for all participants. This role presents an exciting opportunity to make a meaningful impact in our community by enriching the lives of young learners. If you are a proactive leader with a passion for youth development and community engagement, we encourage you to apply.

Primary Responsibilities

The responsibilities listed are the current primary responsibilities of the role. These are subject to change as the role progresses.

- Coordinates and implements after-school and summer camp programs, which includes academic tutoring, enrichment activities, art and crafts, large motor skills games and field trips.
- Identifies, plans and implements age-appropriate curriculum and daily activities.
- Identifies and develops collaborative partnerships with local elementary schools and other community organizations to meet the objectives of the program.
- Responsible for program enrollment, daily attendance records, program and behavior guidelines, and writing quarterly and annual reports for the program.
- Provide daily guidance and functional supervision to program staff, volunteers or student interns.
- Maintains open communication with all teachers, parents and guardians of all program participants on at least a weekly basis.
- Assists in training new staff on policies and procedures and facilitates weekly staff meetings for program support staff, interns and volunteers.
- Ensures program goals and grant requirements are fulfilled.
- Demonstrates leadership skills and ability to facilitate a positive team environment.
- Respects the confidentiality of the children and families that participate in the program.
- Orders all program supplies and keeps expenses within the program budget.
- All other duties as assigned by Program Manager



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Qualifications

- At least 2 years experience as the lead staff coordinating and facilitating youth programs.
- At least 21 years of age with a clean driving record and the ability to drive a 15-passenger van for field trips preferred.
- Skilled in building and maintaining relationships with families, schools, and organizations.
- Experience working with children, youth and families in a community setting desired.
- Ability to be flexible and work together as part of a fast paced after-school team.
- Appreciation of ethnically diverse populations.
- Bilingual Spanish/English speaking skills are a plus.
- VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

Average Schedule: Full-Time. Monday to Friday 9:00 am - 5:00 pm with occasional evening or weekend hours based on planned community events.

Salary & Benefits: This is a full-time position with a salary of \$48,000 -\$50,000 and a generous benefits package including:

Benefits

- 403 (b) matching
- Dental Insurance
- Health Insurance
- Life Insurance
- Paid time off
- Retirement plan

How to Apply: Interested applicants can apply by submitting their resume through Indeed or by emailing Michelle McKoy, our Center Director (Michellem@blwcenter.org). Qualified applicants will be interviewed on a rolling basis. If you have any questions call the BLW Neighborhood Center (608) 441 - 6991.