



BRIDGE • LAKE POINT • WAUNONA  
NEIGHBORHOOD CENTER

**Job Title:** Teen Program Lead

## Overview

The Teen program leader will work closely with the Bridge Lake Point Waunona youth team and engage in local middle and high schools; to help with recruitment and collaborate with academic coordinator to help with the youth academic futures. This is an ideal position for a candidate with a strong background in facilitating youth.

## Primary Responsibilities

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

- Coordinate and implement lesson plans for Teen programming
- Serve as a positive role model for teen youth
- Planning and facilitating lesson plans
- Provide support to Academic coordinator in implementing plans for academic youth support
- 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.
- This position requires a valid driver's license upon hire date to drive a 15-passenger van.

## Qualifications

- At least 2 years experience coordinating and facilitating youth programs.
- Skilled in building lasting relationships with families, schools, and communal partners.
- Strong communication skills and ability to take coaching.
- Demonstrates leadership skills and the ability to facilitate a positive youth environment.
- Experience with recruitment.

**Average Schedule: School year** (Monday - Thursday 3:30 pm - 8:00 pm) Friday 12:00 pm - 1:00 pm \*Some weekend and evening hours will be required. 3- 4 hours of paid planning time.



BRIDGE • LAKE POINT • WAUNONA  
NEIGHBORHOOD CENTER

**Compensation & Benefits:** \$17.62/hr (higher range based on qualifications).

Benefits

- Paid holidays
- Paid vacation
- Sick leave

**How to Apply:** Interested applicants can apply by submitting their resume through Indeed or by emailing Michelle McKoy, our Center Director ([Michellem@blwcenter.org](mailto: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.