



Job Title: Youth Programs Manager

Position Description

The Youth Programs Manager is a key member of the center leadership and administrative team. The Youth Programs Manager oversees all Bridge Lake Point Waunona youth programs and staff ensuring that they are reaching program goals, outcomes and objectives. The Youth Programs Manager will provide the following functions:

PROGRAM DIRECTION:

- Responsible for overseeing all youth programming, reaching program goals and objectives.
- Assist program staff with behavior management by offering guidance, support, intervention and problem-solving techniques.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas of improvement.
- Attend at least one evening program each week to offer support and guidance to evening programming.
- Work with the Center Director to ensure all center programs are operating within their approved program budgets.
- Weekly communication with parents/guardians/classroom teachers/school administrators of center program participants.
- Responsible for the annual inspections and program reviews from the City of Madison, United Way, and Second Harvest.
- Connect and cultivate current programs with community members and stakeholders to gain continued support and to solicit feedback to improve programs.
- Act as center liaison for field placement students.

LEADERSHIP ACCOUNTABILITIES:

- Conduct weekly one-on-one meetings with program coordinators to provide direction, input and feedback.
- Facilitate a monthly staff meeting for all center and program staff.
- Responsible for orientation and onboarding of new youth program coordinators.
- Establish and implement a performance management process for all program staff.
- Conduct annual reviews. Implement performance improvement plans (PIP) if necessary.
- Responsible for staff, intern and volunteer background checks.
- Responsible for obtaining and submitting driving abstracts for all employees added to the approved driving list and conducting driving tests with each approved driver.



STRATEGIC PLANNING

- Participate in discussions with the directors and administrative staff regarding administrative structure, program staff responsibilities, and program development for the agency.
- Work with the Center Director and administrative staff on different aspects of strategic planning. This includes producing agency and program data needed for reporting, grant writing or strategic planning.
- Develop new initiatives to support the strategic direction of the organization.

ADMINISTRATIVE DUTIES

- Work with program coordinators to complete quarterly/yearly reports for the City of Madison, United Way, and any new collaborators ensuring that all program goals and objectives are met.
- Assure center employees and participants follow center policies.
- Attend weekly one-on-one with the Center Director.
- Work in partnership with full-time staff to run the day-to-day operations of the center.
- Collaborate with the Center Director to finalize funder's reports, grants, grant reports, etc.
- Most Information System (MOST) administration and oversight.
- Work with program managers to develop program staff schedules that fit within budgets.
- Maintain well-organized files

Additional Responsibilities

- Attend MOST coalition meetings.
- Serve as the point person for Most Information System (MIS).
- Serve as the site administrator for United Way's DESSA system.

Preferred Experiences

- 1-2 year supervisory experience
- Budget management
- K-12 academic setting experience

Average Schedule:

Core Hours: Full-Time. Monday through Friday 9:00 am. - 6:00 pm. Additional hours: Some evenings and weekends may be required based on project needs or events. Summer program hours 8:00 am to 5:00 pm



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NEIGHBORHOOD CENTER

Salary & Benefits

This is a full time position with benefits with a starting salary in the range of \$54,000 - \$58,000 and a generous benefits package including:

Benefits

- Health Insurance
- Dental Insurance
- Life Insurance (STD & LTD)
- 403(b) retirement plan with up to 5% employer match
- 8 paid holidays
- 2 weeks paid vacation (prorated to start date and increases with longevity)
- Sick leave (8 hours/month)

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.