



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

## Youth Programs Coordinator

**Organization Overview:** Bridge Lake Point Waunona (BLW) Neighborhood Center is a nonprofit community center located on the south side of Madison. Since 2004, BLW Center's mission has been to support its community in addressing the needs identified by its residents. Our programs include a food pantry, youth programming, community resources, senior program, wellness services, community events, and much more.

**Job Description:** The Youth Programs Coordinator will work on a team to help meet the needs of our elementary, Girl Neighborhood Power (GNP), Teen and summer camp programs. This position will have direct service in youth programming and supervise elementary and teen staff including a team of youth workers, interns, and volunteers. This position is also a member of the center management team responsible for the day-to-day operations of the center. Strong candidates will be able to manage a diverse set of responsibilities, multiple projects, and work with a highly motivated staff in a community setting. This is the ideal position for an individual looking to have a leadership role in the management of a nonprofit agency.

### Responsibilities include but not limited to:

- Coordinate and implement the Children's programs including reporting, grant implementation, developing staff, planning youth activities, field trips and summer camp.
- Supervise and support the Teen, Girl Neighborhood Power and AmeriCorps programs including possible direct service 1-2 evenings a week.
- Manage both buildings including coordinating maintenance, fire/tornado procedures, opening/closing procedures, maintaining security of buildings and scheduling facility use groups.
- Be a member of the center's management team in supporting center programs and events, assist in fundraising, creating new center initiatives and the future vision of the center.
- Recruit elementary school age youth participants committed to succeeding in school and in the community. Outreach in schools, in the community, and through other service providers.
- Recruit, train, supervise and evaluate youth workers, interns, AmeriCorps members and volunteers.
- Maintain program expectations and procedures while demonstrating leadership in all areas of the position.
- Build and maintain positive relationships with participants' families
- Build and enhance partnerships with schools, maintaining regular communication with participants' teachers, school social workers and other relevant staff.
- Maintain daily and weekly written records, monitor program goals and complete quarterly and annual program reports.
- This position requires a valid driver's license upon hire date to drive a 15-passenger van.

### Desired Qualifications:

- At least 2 years' experience coordinating and facilitating youth programs.
- Experience supervising staff and volunteers.
- Skilled in building and maintaining relationships with families, schools, and other organizations.





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- Strong time management skills and ability to delegate tasks.
- Demonstrates leadership skills and the ability to facilitate a positive team environment.
- Experience in writing reports and grants or professional writing skills.
- Bilingual Spanish-speaking skills are a plus

**Compensation:** Full time position at \$40,000 - \$42,000 (higher wage based on experience) plus a competitive benefits package.

**Application Deadline:** Feb. 10<sup>th</sup> 2022. Please send cover letter and resume to BLW Neighborhood Center or email to [arturo@blwcenter.org](mailto:arturo@blwcenter.org)

