



Kennedy Heights Community Center
199 Kennedy Rd., Madison, WI 53704, (608) 244-0767

Now Hiring: Middle School Program Coordinator
Deadline to apply: Tuesday, Nov. 30 at tinyurl.com/KHCCApplication

About Kennedy Heights

The mission of the Kennedy Heights Community Center is to create a community support network for low to moderate income families; increase available resources and programs to improve the lives of residents and to develop and present social, educational, recreational and cultural programs for children, youth and adults.

Kennedy Heights Community Center is an Equal Opportunity Employer.

Middle School Program Coordinator: Position Details

- 0.75 FTE
- \$18.00 per hour. Benefits include dental, health benefits, retirement contribution and paid time off.
- Work onsite at Kennedy Heights Community Center, 199 Kennedy Heights
- Evening hours and some weekend hours required

Position Summary

The Middle School Program Coordinator has primary responsibility for creating a safe, nurturing environment and planning recreational and educational programming. This includes the afterschool program, summer camp, Boys Group and Girls Inc.

Job Responsibilities

Certifications and Trainings (preferred training but can be provided)

- ServSafe Food Handler
- First Aid/CPR
- Mandated Reporter

Technology Skills

- Utilize Google Workspace tools like Gmail, Google Drive, Google Calendar, Google Docs and Sheets (training provided).

Programming

- In conjunction with the Program Director and AmeriCorps member(s), develop recreational and educational programming in accordance with funding source contracts for teen afterschool, summer camp, Boys Group and Girls Inc. programs.
- Develop workshops on topics of interest to this age group such as employment and training, colleges and student aid, health and nutrition, alcohol and drug abuse, sexual, physical, and psycho-logical abuse, pregnancy prevention, clothing, dance, writing, social issues, recreational and social programs, and family issues.
- Involve teens in planning for the program and in the development of leadership skills.



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- Recruit, train and supervise AmeriCorps members and volunteers.
- Lead field trips to such places as MATC, the University, art galleries, Civic Center, etc.
- Work to meet youth needs in all areas: physical, emotional, social and intellectual.
- Help create a safe and interesting environment.
- Provide mediation and harm repair services through a restorative justice lens, using positive behavior management in working with youth.
- Prepare and clean-up daily programming, including food ordering and prep.
- Keep accurate attendance and enrollment records and document daily activities in accordance with reporting requirements.
- Foster relationships with Kennedy Heights households and assist with communications about center programming and resources, including supporting the publication of resident newsletters.
- Assess the needs of youth, adults, families and the community.
- Coordinate programs with other community agencies and schools serving this age group.
- Provide community referrals to families who need services, such as health, dental and support.
- Assist with program-related grant-writing.
- Assist with outreach for the programs.

Required Qualifications & Experience

- A COVID-19 vaccine is required to work at Kennedy Heights. Employees must receive their first vaccine dose before beginning work.
- Employees are also required to undergo a physical health exam at a doctor's office and provide a negative tuberculosis test before beginning work.
- At least 21 years of age
- At least 3 years of direct programming experience working with Black, Asian and Latino youth between the grades of 6-12, and knowledge of developmentally appropriate practices, specifically lesson planning, social-emotional learning, conflict de-escalation and positive behavior management.
- Experience working with staff, families and volunteers from diverse backgrounds and experiences
- Knowledgeable about working with other community agencies and about resources available for youth and their families
- Ability to maintain confidentiality.
- Must pass a background check. Battery, domestic violence, drug offenses, and sexual misconduct will disqualify a candidate from consideration.
- Ability to work independently with little direct supervision.
- Ability to be flexible and work together as part of a fast paced out-of-school time team.

Preferred Experience

- At least one year of supervision experience



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- Experience living or working with youth and families on the Northside
- A valid driver's license
- Either Level 11 or higher on [The Registry](#) or willing to complete training within the first 90 days of employment. Level 11 requirements include:
 - One-year diploma comprised of specific coursework from any Wisconsin technical college totaling 24 or more credits. Other out-of-state credentials submitted will be evaluated on an individual basis.
 - A combination of any 2 Registry Credentials
 - 30 related credits – Refer to key terms for information regarding related credits
 - Associate's Degree in another field plus any 1 Registry Credential
 - School Age Training

Compensation

This position will be paid \$18.00 per hour. Benefits include dental, health benefits, retirement contribution and paid time off.

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