Afterschool Program Leader

Neighborhood House Community Center – Madison’s first and oldest community center – is seeking an exceptional person to join our team. We have provided impactful programs and services for 106 years that focus on improving the lives of families, youth, and adults in the Madison and Dane County area. We also work with dozens of community groups who host their own programs here.

Afterschool programming at Neighborhood House takes place from 1:15-6pm on Mondays and 2:30-6pm Tuesdays through Fridays. Programming consists of academic/tutoring time, free choice, recreational and outdoor activities, youth-adult mentoring, and enrichment experiences. The program is open to all ages, but primarily serves students in elementary and middle school.

**Responsibilities & Duties**

- Plan, create, and lead afterschool programming for youth ages 7 and up
- Supervise and lead activities
- Develop a fun and safe afterschool environment
- Engage with students of diverse cultures and backgrounds
- Coordinate and lead afterschool volunteers
- Implement behavior management
- Build positive relationships between youth and their peers and NHCC staff

**Qualifications**

The ideal candidate will enjoy working with a small staff in an informal setting and have an interest or background in direct service or youth programming. The ideal candidate should feel comfortable working with children of all ages and backgrounds and enjoy collaborating with other staff and volunteers. The individual should have experience and be comfortable leading a group of 15-25 youth in an informal setting, implementing a variety of activities, and working with limited oversight. Availability at least two days a week Monday 1-6pm and Tuesday - Friday 2:30-6pm required. 7 -15 hours per week. Pay is $15 to $17/hour, depending on experience.

Preferred:

- Youth, teaching, summer camp, social service or non-profit experience (required)
- Bachelors, degree-seeking, or equivalent work experience (Elementary & Secondary Ed, Human Development and Family Studies, Rehab Psych, Social Welfare, Spanish with interest to teach, and other liberal arts majors encouraged to apply) (required)

**To Apply:** Please send resume and cover letter to info@neighborhoodhousemadison.org