



Program Assistant for Powerful Teen Leaders

Overview

- Title: Program Assistant for Powerful Teen Leaders
- Limited Term Employment (LTE) of approx. 150 hours anticipated from June to August 2026
- Hourly rate: \$22/hr
- Reports to Sonali Bhikha, Powerful Teen Leaders Program Manager and Program Coordinator

About Sustain Dane: Sustain Dane, Inc., is a 501(c)(3) non-profit. Sustain Dane's vision is a thriving and connected community with a sustainable environment and economy we are proud to pass on to future generations. Sustain Dane's focuses on holistic sustainability - the interaction of environmental health, equity & social well-being, and a just economy. Our mission is to inspire, connect, and support people to accelerate sustainable actions for community well-being. SD's office is at StartingBlock in Madison, WI.

Powerful Teen Leaders (PTL) Program: PTL is a summer youth employment program focused on supporting Northside teens to thrive. Summer 2026 will be the fourth year of PTL. Participants mainly attend East or LaFollette High Schools, are youth of color, or need financial benefit from summer employment. Youth will engage with a curriculum that includes employment skills and financial empowerment, leadership training, community-building activities, S.T.E.M., environmental justice, sustainability, and green job apprenticeships or careers. Through PTL, young people can learn, earn, connect, and develop pathways to quality employment opportunities, particularly in the emerging green economy. PTL meets at the Warner Park Community Recreation Center (WPCRC) or another Community Recreation Center and will take numerous outings or field trips.

Job Description: In collaboration with the PTL Program Manager, the PTL Program Assistant will be responsible for helping facilitate a supportive, interactive, and engaging summer youth employment experience for approximately seven Northside high school youth. The Program Assistant will help implement a summer curriculum focused on employment skills and financial empowerment, leadership and community-building activities, S.T.E.M., sustainability, land management and natural resource conservation, and green job apprenticeships or career opportunities. Community partners with expertise in the curriculum areas will facilitate programming under the guidance of the Program Manager. This position will also help track youth employment hours, summer school credit, and grant reporting information. This position is a unique opportunity to facilitate meaningful experiences for young people in our community.

Qualifications:

- Positive attitude, trustworthy, accountable, kind, and reliable
- Ability to work independently and collaboratively - enjoys being a part of a dynamic team
- Uses a positive youth development model, which focuses on a strength-based approach to create an inclusive environment, active learning experiences, and emphasizes individual effort, strengths and improvement
- Interest in youth leadership, S.T.E.M, sustainability, and career pathways



- Attention to detail
- Strong communication skills with youth, guardians, partners, and Sustain Dane staff
- Authentic, inclusive and open-minded professional who is comfortable working with people of all backgrounds and identities
- Ability to pass background check for working with youth and complete a CPR course
- Preferred at least two-years of work experience with young people (ages 14 – 18) in a related work experience
- Demonstrates lived experience or strong connections to the Northside of Madison, with an understanding of the neighborhood’s assets, challenges, and the cultural backgrounds of local youth
- Ability to work outdoors for extended periods for up to 5 hours a day. Working with Sustain Dane is a meaningful opportunity to grow professionally and support holistic sustainability in the community.

Position Duties will Include:

Implementation of a summer PTL program: 90%

- Creating a supportive, interactive, and engaging summer youth employment experience for approximately seven Northside high school youth.
- Assist in meeting summer curriculum planned goals and learning objectives to the best of ability
- Assist in incorporating youth ideas and interests into programming as they emerge
- Assist in facilitating 15 hours of youth programming per week, primarily on Tuesdays, Wednesdays, and Thursdays. Activities may occasionally occur on weekends.
- Attend pre-meetings with field trips/site hosts to share information and confirm plans
- Support students in developing the skills and strategies needed to effectively manage social and emotional challenges.
- Facilitate meals and snacks for participants during program time
- Support the Program Manager in planning field trips, curriculum, etc.

Communication, Data, & Reporting: 10%

- Weekly check in meetings with Sustain Dane during the entire program to share successes, troubleshoot challenges, and refine the program plan as needed
- Assist youth and guardians with completion of employment paperwork and work permits
- Assist in accurately tracking work hours of youth for twice-a-month payroll
- Assist in accurately tracking information for youth to receive certifications or credentials such as MMSD Workplace Learning Credit or Employability Skills Certificate
- Other duties as assigned, and as capacity allows

Submission: Applications will be reviewed on a rolling basis starting March 31. The anticipated start date is mid-May. To apply, email your resume and cover letter to spencer@sustaindane.org. Please include your name and “PTL Program Assistant” in the subject line.