



Job posting for: Out-of-School Time Lead Youth Worker-Pratt Elementary
Status: Part-Time, Non-Exempt; 10-12 hours per week during the school year
Schedule: Monday-Thursday, 3:00pm-6:00pm, (occasional later nights for local field trips, staff meetings, or family involvement activities); additional summer hours available
Starting Date: January 7, 2019

Broad Scope and Function of Job:

Assists in facilitation of ESNS's after school program for youth in grades K-5 at a school-based site. Builds developmental assets of youth by carrying out the goals of East Side's Youth Department: provide students with a safe environment and creative educational activities; students receive support from staff and volunteers trained to consistently reinforce their developmental needs; students develop knowledge, respect, and understanding of people of diverse ethnicities and ages, and students develop increased 21st Century skills. Must be able to relate with and provide outreach to all segments of a multi-cultural community including urban youth.

Major Job Responsibilities:

Is responsible for, but not limited to the following functions:

Program Implementation (60%):

- Assists ESNS' Youth Program Manager in the planning, facilitation, and evaluation of groups and activities for students within existing program formats. Activities focus on skill development in communication, academic development, problem-solving, leadership, and community engagement.
- Development of leadership, self-esteem, character and identity, community service learning, and positive adult and peer relationships are also targeted outcome areas.
- Lead small and large group meetings including academic or enrichment activities.
- Assists in developing Individual Learning Plans and academic goals for students along with working with a team of other staff.
- May assist with the summer school programming which includes, planning, direct service, supervision, data collection and evaluation of the group.

Family and Community (10%):

- Conducts youth outreach in the community to link youth and families with available resources.
- Operates youth programs within the context of families and community. Facilitates parental involvement through direct communication, volunteer participation, family/parent events, and input.

Supervision (10%):

- Assists in the supervision and development of volunteers, interns and youth aides.
- Actively participates in orientation and training to gain the necessary understanding to carry out Youth Department and program goals.

Administrative Duties (15%):

- Prepares and maintains records of work with individuals and groups. Documents progress of program participants including progress on academic and social goals.

Other (5%):

- Other responsibilities as assigned by the ESNS Youth Program Manager.

Job Requirements and Qualifications:

Education:

- High school diploma and/or two years of experience working with youth. Two or more years of college or post-secondary education in Child Development, Human Services, Education, or related field preferred.

Experience:

- Experience working with urban youth and parents.
- Experience working with groups and program planning in a school or community setting.
- Experience in tutoring youth with an emphasis college readiness and life skill development.
- Experience running a group and understanding group dynamics and how to increase youth engagement.
- Valid MN driver's license and access to a vehicle may be preferred.

Compensation: \$13-\$15 per hour depending on qualifications

Application Deadline: Open until filled

Send Resume to: East Side Neighborhood Services, 1700 2nd St. NE, Minneapolis, MN 55413; humanresources@esns.org ; www.esns.org

AN EQUAL OPPORTUNITY–AFFIRMATIVE ACTION EMPLOYER