



Job posting for: Out-of-School Time Lead Youth Worker
Status: Part-Time, Non-Exempt; 15-20 hours per week during the school year; increases to 32 hours per week during seven-week summer program
Schedule: School year hours are Monday-Thursday, 1:00 pm-6:00pm, (occasional later nights for local field trips, staff meetings, or family involvement activities); Summer hours are Monday-Thursday, 8:30 am-4:30 pm (resuming school year hours in the fall)
Starting Date: Open until filled

Broad Scope and Function of Job:

Assists in facilitation of out-of-school time (OST) programs through East Side Neighborhood Services at Mulberry Junction, a K-5 community-based afterschool program in northeast Minneapolis. Builds developmental assets of youth by carrying out the goals of East Side's Youth Department. Provides students with a safe environment where creative educational activities use their time constructively. Supports academic, social, and emotional needs so that students develop knowledge, respect, and understanding of people of diverse ethnicities and ages, and students develop increased 21st Century skills. Conducts outreach to families of youth participating in OST programs. Must be able to relate with and provide support to 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