Job posting for: Bi-lingual Family Outreach Worker (Spanish Speaking)- Venture Academy
Reports to: Youth Program Manager
Status: Part-Time, Non-Exempt; 12-15 hours per week
Schedule: Monday-Thursday, approximately 2:30-6:30 pm (occasional later nights for local field trips, staff meetings, or family involvement activities.)
Starting Date: Early-mid October

Broad Scope and Function of Job:
Assists in facilitation of ESNS's year-round Out-of-School Time (OST) youth program at Venture Academy, a 6-12 charter school serving students from north and south Minneapolis. Builds developmental assets of youth by carrying out the goals of East Side's Youth Department: provide students with a safe environment where creative educational activities use their time constructively, 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. 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%):
- Translates program materials into Spanish using Microsoft software (Word, Publisher)
- Assists ESNS' Youth Program Manager and Lead Youth Worker with the daily responsibilities of the program, such as the planning and facilitation of art projects and other activities, creating healthy daily snacks, transporting youth, and supervising field trips.
- Provides direct service work with students to assist in their development of leadership, self-esteem, character and identity, community service learning, and positive adult and peer relationships.
- Leads or co-leads activities for youth in the program on a weekly basis.
- Builds relationships with young people to support their social and academic development.

Family and Community (30%):
- Conducts outreach in the community to link youth and families with available resources.
- Checks-in regularly with parents about youths' experience in program.
- Assists with the planning and implementation of all family events.
- Translates conversations between other staff and families by phone and/or in person as needed.
- Assists with translation during new student intake sessions for the school year and summer programs.

Other (10%):
- 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:

- Proficiency writing and speaking in Spanish, as well as the ability to translate into spoken and written English is required.
- Preferred minimum of two years' experience working in youth support services such as after school programming, summer camps, coaching, or related field.
- Experience doing outreach to parents or guardians and working with groups and program planning in a community setting is preferred.
- Must be self-motivated, driven, and willing to take initiative on projects and in leading groups.
- A willingness to learn more about the social/emotional, nutritional, and physical needs of K-12 youth, as well as the structure and design of quality youth programming is required.
- Valid MN driver's license and access to reliable transportation preferred.

Compensation: $14-$16 per hour, depending upon 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

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