

## **POSITION DESCRIPTION**

### **Youth Worker (PT)**

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#### **POSITION SUMMARY**

Youth Workers serve in the Minneapolis Public Schools (MPS) to support the social-emotional development and academic success in grades 6-8. Youth Workers utilize youth development best practices to design and lead high-interest, hands-on after school and summer enrichment classes. Youth Workers also conduct community outreach and mobilize volunteers to build the capacity of Minneapolis Community Education to meet the unique needs of our school communities.

#### **SERVICE TERM**

August 28<sup>th</sup>, 2017– July 31<sup>st</sup>, 2018

#### **ESSENTIAL FUNCTIONS**

##### **Enrichment Programming**

- Serve at a MPS middle school or k-8 school site Monday through Thursday between the hours of 1:00 and 6:00 pm. After school programs tend to run 2-3 hours per day and start and end times vary by school site (typically 2:00 – 4:30 or 3:45 – 5:45).
- Lead or co-lead 3-4 after school enrichment classes per week based on student interest and site needs. These activities can include, but are not limited to, athletics, service learning, arts, science, cooking, and leadership development.
- Establish class expectations and procedures that maintain Community Education standards and include student input.
- Build positive relationships with students through intentional interactions and youth development best practices.
- Facilitate daily enrichment activities and classes for Community Education summer programming.
- Schedule and attend monthly cluster meetings with site supervisors and the 2-5 fellow AmeriCorps members serving at a given school site to discuss upcoming school events and collaborate on shared tasks and service activities.

##### **Community Outreach**

- Conduct a site-specific needs assessment to identify opportunities to increase the capacity of the school's Community Education enrichment program to serve students.
- Conduct community outreach to mobilize after school volunteers and identify potential partnerships with community based organizations to serve students after school, with an emphasis on outreach to bilingual volunteers and culturally-focused organizations.
- Support Community Education's efforts to inform families of after school opportunities and to engage families in school and district-wide events.

##### **National Service**

- Actively participate in City of Lakes AmeriCorps trainings, events, service projects and state-wide AmeriCorps service opportunities.
- Work collaboratively with fellow AmeriCorps members to reflect on and enrich one another's service experience.

##### **Communication**

- Communicate and interact with students in an age and developmentally appropriate way.
- Ensure confidentiality of all student information and records.

- Professionally communicate with site supervisors, school staff, administrators, and City of Lakes program staff.
- Act on constructive feedback from program staff, site supervisors, and school staff.
- Build professional relationships with fellow City of Lakes members, school staff, site supervisors, and program staff to maintain good communication and ensure program success.
- Read and respond daily to email communications from program staff and school personnel.
- Maintain up-to-date service activity data and submit timecards and quarterly reports on time.

### **Attendance**

- Establish and maintain a regular schedule at the school site Monday – Thursday.
- Attend entire week-long program orientation (August 28<sup>th</sup> – September 1<sup>st</sup>, 2017).
- Attend all mandatory professional development sessions (1:00 – 4:00 two Fridays per month) and City of Lakes Reflection Sessions (9:30 – 4:00 one Friday per month).
- Serve for the entire school year and summer enrichment session (August 28<sup>th</sup>, 2017– July 31<sup>st</sup>, 2018)
- Serve 20-25 hours per week during the school year and summer enrichment session in order to complete a minimum of 900 hours within an 11-month period.

### **SECONDARY FUNCTIONS (Optional):**

- Assist with school events and MPS district volunteer opportunities.
- Serve on Minnesota's Inter Corps Council (ICC).
- Assist City of Lakes program staff in developing and implementing service projects, member professional development opportunities, and corps-wide social events.
- Assist with quarterly family events led by full-time City of Lakes members.
- Seek independent service or professional development opportunities to augment and individualize the member service experience.

### **QUALIFICATIONS**

Applicants must meet City of Lakes AmeriCorps program eligibility requirements. Somali, Spanish, Hmong, and other second language speakers are particularly desired.

- Must be a US citizen, US National, or Lawful Permanent Resident
- Must be 18 years of age or older
- Must have a high school diploma/GED **AND** some post-high school education or relevant work experience
- Must pass a mandatory background check
- Ability to speak, read and write English fluently
- Interest in youth development and helping adolescents develop their social-emotional skills
- Prior experience working with youth in an educational or recreational setting (school, camp, etc.) preferred
- Ability to work with students in a variety of physical spaces (moving frequently within a classroom and around the school)
- Ability to supervise groups of up to 20 students independently
- Ability to build and nurture positive relationships with adolescents
- Excellent interpersonal and professional communication skills
- Ability to accept and incorporate constructive feedback from supervisors and program staff
- Excellent time management and decision-making skills
- Ability to work with diverse personalities
- General computer skills, including ability to navigate online systems and email
- Strong personal standards of excellence, ethics, and integrity
- Ability to adapt to a sometimes challenging, high-pressure environment
- Commitment to community service

## **SERVICE ENVIRONMENT**

Daily work involves collaboration with a variety of people including fellow AmeriCorps members, students, teachers, and other school staff. Minneapolis Public Schools environments in which members serve are diverse, fast paced and demanding. Each of our sites have their own unique culture, but all value dedicated, reliable, flexible and energetic people who can think creatively, problem-solve, seek help when needed, and take initiative.

## **BENEFITS**

- Living Allowance of approximately \$270 (before taxes) every 2 weeks
- Education Award of \$2,907.50 upon completion of service
- Student Loan Forbearance or time counted towards Public Service Loan Forgiveness.
- Ongoing Professional Development

## **NON-DISCRIMINATION POLICY**

City of Lakes AmeriCorps and Minneapolis Public Schools are committed to the inclusion of all individual without regard to race, color, national origin, disability, sex, gender identity, sexual orientation, religion, age, political affiliation, marital or parental status, military service, or religious, community, social affiliates, or other non-merit factors.

## **PROGRAM CONTACT**

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To apply, visit <http://col.mpls.k12.mn.us/apply>

Reasonable accommodations available for interviews and service upon request. This document can be made available in alternative formats if requested.