



## Conway Center Program Staff Job Description

<b>Job Title:</b>	Lead Counselor Kidztime Program	<b>Job Category:</b>	Youth Development
<b>Department/Group:</b>	Conway Community Center	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Saint Paul-Conway Community Center	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$20-\$22/Hour Depends on experience	<b>Position Type:</b>	Full-Time/Seasonal
<b>Reports To:</b>	Conway Programs Manager	<b>Date Posted:</b>	ASAP
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until filled

<b>External Posting URL:</b>	<a href="http://thesannehfoundation.org/about-us/careers/">http://thesannehfoundation.org/about-us/careers/</a>
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### **THE SANNEH FOUNDATION – Conway Community Center Program Staff**

The School Aged out-of-school-time Program Staff is responsible for planning, leading, and implementing recreational and creative experiences for school-age children in a group setting. The candidate provides high-quality recreational experiences for school-aged children focusing on the Sanneh Foundation's core values.

### **THE SANNEH FOUNDATION MISSION**

The mission of The Sanneh Foundation is to Empower youth, Improve lives, and Unite communities.

### **THE SANNEH FOUNDATION VISION**

The foundation's nationally recognized youth advancement programs focused on Education, Health/Wellness, & Community are mainstream in the Twin Cities Parks/Recreation and School systems.

### **THE SANNEH FOUNDATION CORE VALUES**

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- FUN
- Character Building

### **Typical list of duties and responsibilities**

Conway Center Program Staff are responsible for creating a supportive and safe welcoming learning environment for the youth at the Conway Community Center while maximizing their learning experience.

List of duties performed includes:

- Assist with the writing and implementing of weekly lesson plans
- Assist PT staff and mentor Right Track counselors
- Plan, organize and lead various activities appropriate for school-age children. Activities may include STEM, Arts learning, indoor/outdoor recreation/physical education, social-emotional learning, and literacy learning.

- Supporting students with general social-emotional and safety needs
- Ensure that Conway Center spaces and learning materials are kept clean and organized
- Help to develop supplemental materials to engage students
- Providing students positive and constructive feedback
- Assist in maintaining accurate program records including incident reports, daily rosters, logbook documentation, and attendance records
- Offering feedback on progress to students' parents, guardians, and teachers where appropriate
- Assist and support students with the use of technology within the Conway STEM hub

**JOB RESPONSIBILITIES**

- Social emotional support and behavior management
- Encourage and support student play and learning
- Lesson planning and curriculum delivery
- Student Engagement

**MINIMUM QUALIFICATIONS**

**Education and Experience**

- High School diploma or GED
- Exhibit a positive attitude and be approachable in working with youth

**PREFERRED QUALIFICATIONS**

- Previous experience working with school-age children

**AWARENESS**

- Lived or work experience with Native American, urban and/or immigrant youth
- Exposure to youth development framework
- Use positive interactions to assist students in their studies and/or after-school activities

**HOW TO APPLY**

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams, HR Generalist at [jadams@thesannehfoundation.org](mailto:jadams@thesannehfoundation.org). Applications are accepted until the position is filled.

When writing your cover letter, please consider the following questions:

1. Why do you want to serve as a tutor/coach/mentor at the Conway Community Center?
2. What motivates you to work with youth?
3. What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?

**Physical Demands and other notice**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855

***THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS***

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:		Signature & Date:	

Conway Center Program Staff TSF PD