



Out of School Time Coordinator (Part-Time)

Job Title:	Out-of-School Time Program Site Coordinator	Job Category:	
Department/Group:	Programming	Job Code/Req#:	
Location:	Conway Community Center or Partnering School Site(s)	Travel Required:	Yes
Level/Salary Range:	\$20-\$25/Hour	Position Type:	Full-Time (4 hrs. /day) 2:30-6:30 p.m. M,T,W, & TH)
Reports To:	Cultural Liaison Special Projects Director (CLSPD)	Date Posted:	ASAP
Supervises:	OST Specialists		
Will Train Applicant(s):	Yes	Posting Expires:	Open until position is filled

External Posting URL:	http://thesannehfoundation.org/about-us/careers/
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ABOUT THE SANNEH FOUNDATION MISSION

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota based 501(c) (3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth-oriented organization with a **dual track** model focusing on participants (clients) and providers (organizational staff) to support both.

THE SANNEH FOUNDATION MISSION

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

THE SANNEH FOUNDATION CORE VALUES

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

Job Description:

The OST Program Site Coordinator must have a working knowledge of youth development. This individual will develop strong relationships with school administration and staff to support the program delivery team at their school site. This individual coordinates after school activities, acts as a mentor, and works with a group of students. The primary focus for the individual in this role is to develop a positive and encouraging relationship with each student through coaching and mentoring.

Roles and responsibilities:

1. Ensuring the highest quality of program delivery is implemented at their school site.
2. Tracking, collecting, analyzing, and reporting on key data points established by the Foundation's Research and Evaluation Director supporting the OST program's outcomes.
3. Conducting weekly meetings with OST staff at each site.

4. Ensuring that staff members follow data collection protocols and are on target toward and meet program outcomes.
5. Supporting students in achieving their goals.
6. Help youth develop social-emotional skills (SEL) such as Self-Awareness, Social Awareness, Self-Management, Relationship Skills, and Responsible Decision-Making, in order to help young people define their own path to success.
7. Participating in the Foundation's programs, activities, or events as needed.

REQUIRED SKILLS:

- Higher education experience
- Experience working with youth and understanding youth development
- Experience with coaching and mentoring youth
- Experience in building relationship with partners and youth
- Experience with data collection and reporting data
- Supervision and management experience

OTHER:

- Must have a valid Minnesota Driver Lic.
- Computer skills and experience with Microsoft Office Suit or Google Suit.

HOW TO APPLY:

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams, HR Generalist at Hr@thesannehfoundation.org. Applications are accepted until position filled.

When writing your cover letter please consider the following questions:

1. Why do you want to work at Sanneh?
2. What is your leadership and management philosophy?
3. How have you developed and led sport programming?
4. How can you advance the Diversity/Equity/Inclusion and Social Justice Agenda at Sanneh?
5. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?

PHYSICAL DEMAND and OTHER NOTICES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.

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