



## Out of School Time Specialist (Part-Time)

<b>Job Title:</b>	Out-of-School Time - Program Specialist	<b>Job Category:</b>	
<b>Department/Group:</b>	Programming	<b>Job Code/Req#:</b>	
<b>Location:</b>	Conway Community Center or Partnering School Site(s)	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$15-\$18/Hour	<b>Position Type:</b>	Full-Time (4 hrs. /day) 2:30-6:30 p.m. M,T,W, & TH)
<b>Reports To:</b>	Cultural Liaison Special Projects Director (CLSPD)	<b>Date Posted:</b>	ASAP
<b>Supervises:</b>	Other staff as maybe assigned		
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until position is 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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### 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:

Reporting to OST site coordinator, the OST Specialist will work directly with an assigned group of students and staff. This individual provides a safe and supervised afterschool program while acting as a positive adult role model, coach, mentor for the youth, and promoting their Social Emotional Learning (SEL). This individual will assist with tutoring, mentoring, coaching of youth of K-12 grades who participate in activities through the Foundation at Conway, including learning hub, tech hub, and physical fitness activities (indoors as well as outdoors) and on campuses that host the Foundation's Out of School Time (OST) Programs. OST Specialists must have a genuine interest in the growth and development of youth.

### JOB RESPONSIBILITIES

1. Providing academic/technology support to youth.
2. Encouraging and supporting youth success.

3. Mentoring and promoting Socio-Emotional Learning and behavior.
4. 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.
5. Monitoring/supervising youth activities.
6. Promoting safety and well-being of youth.
7. Ensuring that staff members follow data collection protocols and are on target toward meeting program outcomes.
8. Participating in the Foundation's programs, activities, or events as needed.

**REQUIRED SKILLS:**

- High school diploma or GED
- 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

**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](mailto: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.***

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