



## Job Posting

**Position:** Learning to Lead Program Specialist

**Hourly Wage:** \$10.00 per hour depending on experience

**Hours:** Part-time, after-school for approx. 10 hours per week; additional hours possible.

**Reports To:** Program Director

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Youth Express is a non-profit, community-based youth organization, which provides a range of programming for young people, ages 7-18, in the Midway area near Concordia University and Central High School. Each program provides youth with valuable opportunities that encourage and support the development of their full potential.

Learning to Lead takes place at the newly built Oxford Community Center across from Central H.S. The program focuses on building social, emotional, and character skills in middle school youth. Youth Express is looking for talented, self-starting, and caring staff that have a strong desire to work with urban young people.

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### Position Responsibilities:

- Plan activities in cooperation with other staff and Program Director;
- Lead/assist with implementation of on-site activities emphasizing social and emotional growth for youth ages 11-14;
- Participate in periodic, weekend camping trips that reinforce and celebrate on-site learning;
- Promote a positive and welcoming environment for youth and families;
- Guide youth toward safe, smart, and/or respectful choices by being a role model, implementing behavior management techniques aligned with Youth Express' philosophy, and actively building relationships with youth;
- Administrative tasks such as attendance, completing activity plans, accident reports, facilitating youth surveys/evaluations, staff surveys, timecards, etc.
- Attend pre-program training, weekly staff meetings and professional development or training events (all paid).
- Assist with organizational and cleaning tasks necessary for carrying out program activities and for being a good steward of the community center space.

**Time Commitment:** Applicants should be available to work at least two days per week (Saturdays included) and attend training and staff meetings.

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### Required or Preferred Skills/Qualifications:

- Experience and continued interest in working in education, youth recreation/ camps, youth development, or social and human services settings is strongly preferred, especially where these apply to diverse socioeconomic and cultural backgrounds.
- Ability to plan, lead and share activities or events for youth.
- Prefer past experience with youth from varying cultural and socioeconomic backgrounds.
- First Aid and CPR training is preferred, but not required.
- Able to work effectively individually or in a team.
- Must understand and appropriately handle confidential information about youth.

**To Apply:** Contact Youth Express' office for an application – 651-659-0613, ext. 2 or 3 – or send an email and two to three references to [info@youthexpress.net](mailto:info@youthexpress.net).