



Job Opening

POSITION:	Teacher/Youth Specialist
CLASSIFICATION:	Part-Time (28 Hrs/Wk-School Yr) and Full-Time (37.5 Hrs/Wk-Summer), Regular, Hourly, Non-Exempt
LOCATION:	Oak Park Center, 1701 Oak Park Av N Minneapolis, MN 55411
CLOSING DATE:	May 21, 2010

AGENCY SUMMARY:

We are a community-based, venture oriented non-profit agency. Our purpose is to help people out of poverty by developing strong relationships with individuals and their families. The foundation of our work originates with engaging and merging multiple constituencies: neighborhood residents, sister agencies, government agencies, funding sources and anyone else who is interested in the health and viability of our communities.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree with coursework in education, youth/social work, or other relevant fields.
- Valid Minnesota teaching license.
- Ability to work a flexible schedule including early evening hours.
- Prior experience working with youth, preferably facilitating groups or teaching grades K-6.
- Knowledge of youth development and respond with developmentally appropriate programs/activities/services.
- Knowledge of positive guidance techniques and the use of redirection into positive behaviors.
- The stamina necessary to effectively work with a group of youth with a wide range of abilities and needs.
- Effective written and verbal communications skills.
- Ability to drive agency’s van and meet the driving requirements for transporting participants.
- First aid training certificate or ability to obtain certification.
- Working knowledge of MS Office programs.
- Understanding of the barriers created by poverty and racism.
- Ability to work respectfully and communicate effectively with different cultures, groups, and languages.

JOB RESPONSIBILITIES:

- Manage the Center’s Area Learning Center contract with Minneapolis Public Schools.
- Help plan, implement and evaluate a solid youth program including academic support, arts, service-learning, college preparation, employment, intervention and outreach.
- Supervise and participate in youths’ activities, guiding behavior to ensure safety and well-being.
- Maintain positive relationships with youth and parents of children enrolled in the program.
- Gather, record, and report participant data as required.
- Provide first-aid for children and inform parents through incident reports.
- Transport participants as necessary.

BENEFITS AVAILABLE (depending upon eligibility and policy):

Paid Personal Leave	Optional Health Care Plan	Group Life Insurance	Payroll Direct Deposit
Paid Holidays	Temporary Disability Bank	Retirement Plan	Flexible Spending Acct.
Dental Insurance	Group Disability Insurance	Optional Tax Deferred Annuity	Employee Assistance Prog.

Send Resume and Cover Letter to:

Human Resources
414 S. 8th Street
Minneapolis, MN 55404
E-mail: mcw.jobs@mcwmn.org
Fax: 612-341-1653

Application Forms Available at:

All Centers/Locations of Pillsbury United Communities or
Website: www.puc-mn.org

