



Assistant Guide Role Description

Start Date: Mid-March

Pay: \$20/hr

Type: W2, Hourly, Part-time

Hours: (approximately) 8-12 hours/week x 11-12 weeks each school semester (Fall and Spring).

Times are estimated to be:

- two to three hours for two to three evening weekdays (5-8pm)
- three to four hours on one weekend day (Saturday or Sunday)
- two to three additional hours for staff meetings
- 40 hours/week x five weeks during the summer
 - Approx 8am - 4pm or 9am - 5pm of direct service x five days per week

= Estimated **480-600 hours annually, equating to 0.18 - 0.23 FTE**

Reports to: Director of Youth Initiatives (and Youth Program Manager, Lead Guides)

Direct Reports: None

Organization Summary: GMCC has a 118-year history collaborating with communities to make a positive impact throughout Minnesota. Our initiatives and programs have included advocacy and education around equity and poverty; volunteerism and service learning; mentoring and youth development; support services for seniors; and food security. Today, GMCC is an entrepreneurial organization that partners with the communities most impacted by a challenge or opportunity to co-design and lead a response. We work in the areas of youth, food, and well-being.

GMCC Youth Initiatives include:

- Out-of-school, skill-building STEAM (science, technology, engineering, arts, and mathematics) programming
- Integrated trauma-informed, whole-child, and studio-based approach to teaching and learning.
- A belief that all young people are geniuses, and our programs and offerings help them “find their genius.” (Genius Labs)
- Hands-on, challenge-based activities that foster creativity, independence, critical thinking, and self-awareness (Genius Labs)
- Curriculum to develop digital technology skills, spark an interest in technology, and position them for careers in technology or those that require use of technology. (Tech Teens)
- Efforts to engage parents, teachers, caregivers, and other stakeholders and caregivers in children’s education to provide a constellation of support and improve academic achievement

- A focus on decreasing educational disparities by supporting young people with foundational skills in reading, writing & math and to promote a love for learning.

Role Overview: The Assistant Guide will work in collaboration with the Director of Youth Initiatives, Youth Program Manager, and other colleagues to support GMCC's youth services and programming; provide input and support the delivery of curriculum for ages 6-18 (active programming); provide tutoring support and homework help; help with liaising with parents and teachers; and help execute evaluation and assessment strategies.

Instruction and Direct Interaction with Youth 80%

- Support programming hours and curriculum, guiding students through critical thought in one-on-one or small group sessions
- Build healthy relationships with youth participants
- Help Lead Guides work with youth to set individual monthly goals (from students and from teachers or guardians) for each youth to inspire a commitment toward holistic education and wellness
- Follow organizational policies, protocols, and best practices
- Address challenges and obstacles as they arise
- Tutor and provide homework to youth of all ages

Curriculum Development 10%

- Support ongoing curriculum development; provide input to enriching, engaging and relevant learning experiences that lead to growth and flourishing and that include topics on art, food and nutrition, physical activity, digital technologies, and social emotional learning
- Participate in team meetings with program staff to discuss course corrections and strategic approaches

Administration 10%

- Identify and fulfill logistics related to program delivery (set up, supplies, scheduling)
- Maintain accurate program records, including participant attendance, performance, and outcomes.
- Document and file lesson plans
- Complete observational documentation
- Attend and actively participate in relevant staff meetings and professional development opportunities.
- Other duties as assigned
- Design and complete evaluation plans, including reports on projects and events
- Other duties as assigned

Qualifications

- High School Degree with a demonstrated interest in youth work (e.g. pursuing an undergraduate or Master's degree in Education)
- Willingness to work evenings and weekends

- Experience working with youth (babysitter, camp counselor, teacher or teacher assistant)
- Experience working with youth of diverse ages and backgrounds (in particular BIPOC youth)
- Experience and competence working with people from backgrounds other than your own
- Committed to equity, social justice, and building intercultural skills
- Excellent interpersonal skills; interest in building interpersonal connections with youth
- Ability to maintain and support confidentiality
- Ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds

How to Apply

GMCC works with Oasis DEG for Human Resources and Recruitment. Go to www.oasisdeg.com and enter the following credentials:

1. Username: GMCC
2. Password: applicant
3. Use myoung@gmcc.org for the hiring manager's email when prompted
4. With your application please include a résumé, cover letter, and three references.