



## Lead Guide Role Description

**January 8, 2024**

**Start Date:** July 21, 2025, with some part time hours available in April 2025

**Pay:** \$40 per hour

**Type:** W2, Hourly, Part-time

**Hours:** 8:30am-4:30pm | Monday-Friday | July 21-August 29, some part time hours available September 4-8

**Reports to:** Director of Youth Initiatives

**Direct Reports:** None (but Lead Guides (DOE) will take more of a leadership role with the team)

**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 approach to teaching and learning.
- Hands-on, challenge-based activities that foster creativity, independence, critical thinking, and self-awareness
- 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.
- Efforts to engage families 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 and math and to promote a love for learning.

**Role Overview:** Lead Guides work in collaboration with the Director of Youth Initiatives, Youth Program Manager, and other colleagues to lead GMCC's youth services and programming; develop and deliver curriculum for ages 5-18 (lead active programming); liaise with caregivers; and design and execute evaluation and assessment strategies.

### **Instruction and Direct Interaction with Youth 70%**

- Lead programming hours and deliver curriculum, guiding students through critical thought in one-on-one or small group sessions
- Build healthy relationships with youth participants
- Ensure activities follow organizational policies, protocols, and best practices and fulfill grant obligations
- Address challenges and obstacles as they arise
- Tutor and provide homework to youth of all ages; support staff and volunteers in providing tutoring and homework help

#### **Curriculum Development 10%**

- Design and deliver enriching, engaging and relevant learning experiences in a variety of topics, in particular STEAM (science, technology, engineer, arts, math) food and nutrition, physical activity, and social emotional learning
- Support team meetings with program staff to discuss course corrections and strategic approaches
- Identify, engage, and coordinate auxiliary partners and visiting instructors to provide events, programming, and curriculum
- Ensure programming takes a trauma-informed, whole-child approach.

#### **Family and Community Engagement/Communication (Providing a constellation of support) 10%**

- Complete phone calls and check-ins with teachers, students and parents to ensure goal completion
- Communicate with parents, community leaders, and stakeholders to improve access to resources.
- Collect feedback from other individuals supporting the youth (including parents and teachers)

#### **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**

- Undergraduate Degree in Education or related field
- Experience working with youth and with group management, classroom teaching experience preferred

- Experience working with youth of diverse ages and backgrounds (in particular BIPOC youth)
- Experience crafting engaging, hands-on lesson plans.
- Experience and competence working with people from backgrounds other than your own and ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds
- Committed to equity, social justice, and building intercultural skills
- Excellent interpersonal skills and interest in building interpersonal connections
- Ability to work independently, take initiative, and track and meet goals
- Ability to maintain and support confidentiality

**How to Apply**

Please apply directly to Meghann Gordon, Director of Youth Initiatives. Send a cover letter, email, and three references to [mgordon@gmcc.org](mailto:mgordon@gmcc.org).