



Position: Program Assistant

Employment Status: Part-Time/Temporary (This position is rehired yearly)

Reports to: Elementary Program Manager or Secondary Program Manger

Organizational Background:

Banyan Community is a Christian Community Development Organization that builds relationships and improves the lives of both youth and adults living in the Phillips neighborhood of South Minneapolis. Our programs are divided into three strategies: **Develop Youth, Strengthen Families and Create Community.**

Banyan has over fifteen years of experience in providing educational support for youth and families. Banyan functions as a community anchor as it helps families and children access resources and develops community. Academic, social-emotional and developmental asset building programs are provided for youth ages kindergarten through college.

Required Qualifications:

- Must be passionate about learning through active engagement with youth, families and coworkers.
- Interested in elementary youth development in a multicultural community.
- Previous experience working with elementary youth.
- Previous experience working/living in an urban setting highly preferred.
- Able to communicate effectively and interact respectfully with diverse groups of people.
- Must be over 18 years of age

Job Responsibilities:

- Work with Elementary Program Manager, Secondary Program Manager, and Educators to plan and lead weekly activities for Banyan's After School Program during enrichment time, learning stations, and academic intervention.
- Build trust-based relationships with youth and help communicate with families during programs.
- Responsible for supporting youth success in programs through positive behavior supports and homework help.
- Assist with program setup and cleanup, as well as the preparing and distributing a healthy snack.
- Meet with Elementary Program Manager or Secondary Program Manager on a regular basis to: reflect on experiences working at Banyan, offer constructive feedback on programs, discern and work toward areas of ongoing personal growth and professional development, learn Banyan's community development model, and learn best practices in community youth development.
- Attend staff trainings as requested.

Compensation:

- TBD based on qualifications

Hours

- 5-20 hours a week
- 2-5 days a week on Mondays-Fridays from 2:00pm-6:30pm
- Planning time incorporated into schedule as needed
- September-May (**Re-hired yearly in August**)
- Paid Staff Development