



**Position:** Program Support

**Location:** Myers-Wilkins Elementary

**Employment Type:** Part-time, typical schedule is 2:00-5:00 on Monday-Thursday (+ Fridays starting in January), additional hours possible for events

**Start Date:** Immediately through May 28, 2026. Summer hours possible but location may vary.

**Compensation:** \$16 per hour, is eligible for earned Sick and Safe time

**Mission:** The Duluth Community School Collaborative promotes wellbeing and success for Duluth Public Schools students and families by co-creating, celebrating, and mobilizing for equitable educational experiences.

**Vision:** Students and families flourish in connected schools and communities.

**Purpose:** The Program Support is part of a team providing high-quality after-school programming focused on increasing students' sense of belonging and engagement with their school. The after-school program will consist of students participating in a rotation of clubs, projects, sports and other activities. After-school programming provides students **1)** a safe place to be after school, **2)** the opportunity to build relationships with caring adults and their peers, and **3)** a chance to explore their interests or find new ones.

#### **Essential Job Functions:**

- Assist Coordinator and club leaders with the implementation of planned activities, help prepare materials, and ensure delivery of a high-quality program experience
- Assist supervising after-school activities for K-5th grade students
- Assist supervising students in large group setting; help oversee behavior management of students to establish a safe and inclusive environment
- Interact with students during club activities, structured playtime, and transitions
- Model appropriate behavior when interacting with adults and students
- Collaborate with other staff, community partners, and volunteers to help ensure a supportive work environment
- Develop and maintain positive relationships with students, staff, community partners, and volunteers
- Interact with families/community members, assist with school events, and act as a point of contact for the program

#### **Job Qualifications:**

- A minimum of one year of experience working with youth, including planning and leading engaging activities.
- Ability to serve as a positive, reliable, and consistent role model for youth.
- Demonstrate effort to ongoing professional and personal growth in diversity, equity, and inclusion.
- A commitment to the mission, goals, and philosophy of the Duluth Community School Collaborative.
- Strong, compassionate, and effective communication skills when working with young people, families, and staff.
- A commitment to fostering a safe, diverse, and inclusive environment, and the ability to adhere to all policies set by DCSC and ISD 709.
- Current driver's license and clean driving record to drive organization van for short trips (as needed).

**To apply,** send a cover letter and resume to [apply@duluthcsc.org](mailto:apply@duluthcsc.org).

*It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.*