



# Duluth Community School Collaborative

## **SUMMER PROGRAMMING - Youth Development Support** **Location: Myers-Wilkins Elementary School**

This is the fun and rewarding Summer job you've been looking for! Team up with us to provide high-quality summer programming at Myers-Wilkins Elementary School. Look forward to something different every day with our friendly, outgoing staff. We work with youth entering grades 1-6, who will learn and play for five weeks.

What will you do?

- Assist with planning fun and engaging activities for students, including cooking, gardening, outdoor sports and games, arts and crafts, and social-emotional learning activities
- Assist classroom teachers to help students improve their academic skills (morning)
- Lead and supervise programs with students in small groups (afternoon)
- Model appropriate behavior when interacting with adults and students
- Collaborate with community partners and volunteers to help ensure a supportive work environment

Daily activities include instruction with hands-on academic learning, gardening, nutrition, visual arts, athletics, and outdoor recreation. Support Staff will also assist during Wolfpack Fridays, which will include open gym, outdoor sports/ games, arts/crafts, and field trips. We create a sense of belonging and purpose for both the students we serve and our staff!

**Compensation: \$18.00/hour (32hrs/wk, Mon-Fri)**

### **REQUIRED QUALIFICATIONS:**

Youth Development:

- Minimum 1 year of experience working with young people
- Experience planning and leading activities for youth
- At least 2 references who can attest to & describe experience:
  - Working effectively with families, youth, & staff
  - Being able to communicate effectively & with compassion

Safety:

- Commitment to foster a safe, diverse, and inclusive environment
- Ability to follow rules/expectations as set out by ISD 709 and the DCSC summer programming

Anti-Racism:

- Demonstrated commitment to ongoing development of personal/professional antiracism through involvement in antiracism workshops, organizations, community leadership, and/or personal experience
- Commitment to the mission, goals, and philosophy of the Duluth Community School Collaborative

### **Desired, but Not Required, Qualifications:**

- Training or coursework in youth development, education, social work, early childhood, or related fields.
- Current driver's license and clean driving record to drive our company van for short trips.

*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.*

**DUTIES:**

- Responsible for leading activities in the summer program for 1<sup>st</sup>-5<sup>th</sup> graders at Myers-Wilkins Elementary School
- Support the Out of School Time Coordinator with logistics as needed. This includes but is not limited to: registration, keeping attendance, monitoring meals, transportation, staff, partner, & volunteer supervision, timesheets, facilities, supplies, and program evaluation
- Develop and maintain positive relationships with school staff, parents, partner agencies and other organizations
- Communicate with parents, community partners, agency, and school staff
- In partnership with Myers-Wilkins Out of School Time Coordinator & Youth Development Director:
  - develop high-quality activity plans & prepare supplies,
  - participate in training,
  - ensure high-quality programming at all levels.
- Complete other duties as assigned.

This is a temporary position from **June 9th-July 18th, 2025**. It is possible that additional hours may be available on other dates.

**The work schedule will be as follows:**

M	T	W	Th	F
		<b>June 11</b> Training/Orientation 9am-12pm w/Summer School Staff	<b>June 12</b> Training/Orientation 9am-3pm	<b>June 13</b> Training/Orientation 9am-3pm w/Summer School Staff
<b>June 16</b> First day of programming 9:00am-3:30pm	<b>June 17</b> 9:00am-3:30pm	<b>June 18</b> 9:00am-3:30pm	<b>June 19</b> <b>Juneteenth- no programming</b>	<b>June 20</b> 9:00am-3:00pm
<b>June 23</b> 9am-3:30pm	<b>June 24</b> 9am-3:30pm	<b>June 25</b> 9am-3:30pm	<b>June 26</b> 9am-3:30pm	<b>June 27</b> 9am-3:00pm
<b>June 30</b> 9:00am-3:30pm	<b>July 1</b> 9:00am-3:30pm	<b>July 2</b> 9:00am-3:30pm	<b>July 3</b> 9:00am-3:30pm	<b>July 4</b> <b>Independence Day- No programming</b>
<b>July 7</b> 9:00am-3:30pm	<b>July 8</b> 9:00am-3:30pm	<b>July 9</b> 9:00am-3:30pm	<b>July 10</b> 9:00am-3:30pm	<b>July 11</b> 9:00am-3:00pm
<b>July 14</b> MW Stay and Play 9:00am-3:30pm	<b>July 15</b> MW Stay and Play 9:00am-3:30pm	<b>July 16</b> MW Stay and Play 9:00am-3:30pm	<b>July 17</b> MW Stay and Play 9:00am-3:30pm	<b>July 18</b> MW Stay and Play 9:00am-3:30pm
<b>July 21</b> Cleaning and Final Staff Meeting 9:00am-12:00pm Staff Lunch @ 12pm				

***This hourly, non-exempt, temporary position does not qualify for benefits, but is eligible for earned Sick and Safe time***

**To apply, please send your 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. DCSC is committed to holding ourselves and our partners accountable to doing the internal work necessary to ensure an actively anti-racist organization into the future.*