

## Centro Tyrone Guzman – Education Department

**Position Title:** Youth Program Coordinator, FT (Raices Youth Development program)

**Direct Supervisor:** Education Department Administrator

### Organization Description

Centro Tyrone Guzman is a multi-service non-profit organization serving low-income Latine families in Minnesota. Our youth programs work with Latine teens to achieve academic, social, and economic success by identifying and removing the barriers they experience, in a nurturing and culturally responsive environment. Centro Tyrone Guzman's Education department includes Siembra Montessori, Be@school and Raices programs.

### Responsibilities

- 1) Implement youth projects and activities as assigned
- 2) Plan lessons, conduct outreach activities, help with logistics of presentations and guest speakers, and outings
- 3) Facilitate or co-facilitate small group sessions with youth at Centro Tyrone Guzman and/or partner schools
- 4) Provide transportation for youth participants as needed
- 5) Provide positive behavior guidance for program participants
- 6) Assist youth participants in setting personal goals in the areas of education, health/wellness, personal and cultural development, and community involvement
- 7) Keep accurate, up-to-date records
- 8) Maintain positive communication with parents/families
- 9) Maintain constructive working relationships with schools and community partners
- 10) Assist in facilitating family engagement projects and events
- 11) Maintain a clean, safe classroom environment
- 12) Maintain a supportive, inclusive and culturally-responsive social environment
- 13) Ensure programming complies with local, state and national regulations
- 14) Participate in professional development activities as assigned
- 15) Other duties and responsibilities as assigned

### Skills, Qualifications and Requirements

Qualified candidates will:

- Have some college. Coursework in Education, Social Work, Youth Development or related fields
- Be bilingual / bicultural (English and Spanish)
- Have in-depth understanding of, and appreciation for Latine cultures
- Be able to work evenings during the academic year and day-time hours during the summer
- Be able to work weekends, on occasion, for special events

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- Have experience working directly with Latine youth and/or Latine communities highly preferred
- Have excellent oral and written communication skills in both Spanish and English
- Have intermediate to advanced technology skills
- Commit to Centro Tyrone Guzman’s mission and vision and Department goals
- Demonstrate understanding of Latine immigrant issues, including, but not limited to: generational and cultural differences between youth and parents, barriers to educational opportunities, social determinants of health, impact of undocumented status in the areas of employment/housing/social services, trauma, domestic and community violence
- Have First Aid/CPR certification or complete certification upon hire
- Complete a DHS background check
- Have a valid MN driver’s license
- Maintain confidential and sensitive information

### Job Details

Job Location: Minneapolis, MN

Classification: Hourly

Hours / Week: 40 hours/week (includes evenings and occasional weekends)

Pay: \$17.00-\$18/hour, depending on qualifications

Benefits: Eligible for benefit package, including paid vacation/sick time, medical, dental.

Applicants are requested to submit a cover letter, resume and two professional references.

E-mail Applications to: Natty Bibiana Hels - [nhels@centromn.org](mailto:nhels@centromn.org)

### Centro Tyrone Guzman is an equal opportunity employer

All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, national origin, gender, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.

To learn more about Centro Tyrone Guzman, please visit us at [www.centromn.org](http://www.centromn.org). We are also listed with Charities Review Council and Guide Star.