

Project Success is looking for a **contract** Classroom Aide – Institute Certificates to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 16,000 6th-12th grade students and their families annually and have more than 225,000 alumni around the world. Learn more at projectsuccess.org.

The Classroom Aide – Institute Certificates is responsible for supporting the preparation and execution of Project Success Institute Certificate classes. They are also responsible for submitting program reports at the end of each class. Institute Certificate Classes meet from 4:30 PM – 6:30 PM, Monday – Thursday, at the Project Success office (1 Groveland Terrace).

This role reports to the Program Manager – Institute Certificates and is an independent contractor position with 16 hours of work per week from January – June.

This role will require strong communication and organizational skills as well as the ability to work as a member of a team. Our ideal candidate has experience working with youth, an ability to build and nurture trusting relationships, and is consistent, dependable, and reliable.

Contract Responsibilities

Program Support – Execution of Institute Certificate Classes

- Support the preparation and execution of Institute Certificate classes including tracking attendance, setting up class materials, providing on-site support, and assisting with cleanup
- Continuously adapt to student needs to allow them to fully participate in classes
- Support the communication of safety protocols to all Institute Certificate class students
- Support the coordination of volunteer coaches in the space
- Escalate any student behavior issues to the Program Manager – Institute Certificates to ensure physical and emotional safety and respect to students, staff, volunteers, and contractors
- Ensure student transportation needs are met by coordinating with NewTrax and volunteer drivers on the day of programming
- Prepare and send detailed program reports to the Institute Programs team at the end of each class
- Provide transportation to and from the Project Success headquarters, as needed

Other Program Support

- Support the Program Manager – Institute Certificates in keeping a current inventory of Institute Certificate supplies and maintaining an organized supply storage room
- Support the implementation of evaluation practices within each Institute Certificate class
- Encourage a safe, accessible, and inclusive environment for staff, students, volunteers, and contractors

Ideal Candidate Attributes

- High school degree required
- 2+ years of experience working directly with students in an education or youth development setting
- Experience working with young people from a variety of backgrounds
- Strong and detail-oriented communication, listening, problem-solving and organizational skills
- Excellent problem-solving and communication skills, written and verbal
- Tech-savvy and proficient with Microsoft 365 - PowerPoint, Excel, Word, Outlook
- Self-motivated, extremely reliable, ability to work with clear instruction
- A commitment to the [Mission, Vision, and Values](#) of Project Success

Position Details

- 6-month contract from January 13th – June 5th with 16 hours of work per week scheduled Monday – Thursday from 3:30 PM to 7:30 PM onsite at the Project Success office
- \$75 per class session supported, up to \$300 per week if every class session is supported
- Must attend an hour of onboarding and training before the first class session
- Must be able to pass a background check
- Must have a valid driver's license and auto insurance
- Must be able to stand for prolonged periods of time, including movement throughout a classroom environment
- Must be able to lift up to 25 pounds at times and 50 pounds on occasion

To Apply

Please email the following to apply@projectsuccess.org with a subject line including the name of the position, addressed to the Senior Director of Programs – Minneapolis, Laura Garcia.

- Resume
- Cover Letter
- References
- Where you heard about us and/or found the job posting

To learn more, visit: <https://www.projectsuccess.org/join-our-team/>

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!