



YJ1 Job Catalog Summer 2021

The following jobs are alphabetized by industry. Each job description includes a job title and description, hiring pre-requisites (if any), worksite location, and details about job duties.

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All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Agriculture, Food, and Natural Resources

American Indian Family Center

Mino-Wiisinin Intern

Reports to: Youth Engagement Specialist

Position Description: The Mino-Wiisinin Intern will provide direct services to American Indian youth/Waaban Ogimaawag (Tomorrow's Leaders) participants. Mino-Wiisinin translates to Eat Well. The Mino-Wiisinin Intern will provide leadership in facilitating and engaging the weekly Waaban Ogimaawag garden group and food sovereignty lessons. This includes outreach and recruiting American Indian youth throughout the twin-cities, attending Waaban Ogimaawag community events, and related activities.

Major Areas of Responsibility: The Mino-Wiisinin Intern will assist in leading weekly garden group meetings, food sovereignty lessons, recruit American Indian youth across the twin-cities, and collaborate with American Indian Family Center staff and programs and other community agencies.

Specific Job Tasks:

Collaborate with Waaban Ogimaawag staff
Collaborate with community agencies and partners
Understand and facilitate food sovereignty food lessons
Facilitate and coordinate cooking demonstrations
Coordinate the weekly garden group
Maintain Mino-Wiisinin garden
Collaborate with Elders Lodge
Recruit American Indian youth
Participate in trainings and webinars
Required Knowledge, Skills, and Abilities:
Ability to work with American Indian youth
Demonstrated ability to develop relationships with community organization and work as a team member
Communication skills
Familiarity with St.Paul American Indian community
Must always maintain confidentiality.
Physical Demands and Work Environment:
Light lifting
Ability to be work outside in the garden during summer months
Ability to use gardening tools

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Additional Notes: Ability to use gardening tools.

Ability to work in hot conditions during the summer.

Worksite Name: American Indian Family Center

Worksite Address: 579 Wells St, Saint Paul, MN 55130

[Video](#)

Blooming Saint Paul- Gardening Gardener / Horticulturalist

Learn and develop quality skills for creating and maintaining a vibrant and beautiful urban environment. In a team setting, youth will learn to beautify Saint Paul Parks and right of ways throughout the downtown area and Como Pool. Job duties include planting, weeding, mulching, cleaning, and other maintaining gardens and plantings. A small portion of the job will be dedicated to learning more about gardening, horticulture, and the green industry through the Horticulture Academy!

JOB DUTIES:

Help prepare and maintain planted beds in parks and right-of-way property in the City of St. Paul.
Plant, mulch, weed, clean, and water plantings.

QUALIFICATIONS:

Youth should have an interest in outdoors, gardening, working as a team, and doing physical work in various summer temperatures and weather conditions (light rain).

TIME COMMITMENT:

Tuesdays and Wednesdays from 8 am – 3:30 pm

14 hours per week

The first day is Tuesday, June 22, 2021, and the last day is

Wednesday, August 18, 2021

9 weeklong position

Potluck party to end the season on August 18th!

Work Setting: In-Person

Workdays: Tuesday and Wednesday

Worksite Name: Blooming Saint Paul

Worksite Address: 1100 Hamline Ave. N., Saint Paul, MN 55108

[Video](#)

Conservation Corps Minnesota & Iowa - YJ1 EcoRangers

The EcoRangers program is run by Conservation Corps Minnesota in close partnership with the City of Saint Paul's Environmental Services unit. EcoRangers work outdoors to protect Saint Paul's natural resources - forests, prairies, lakes, and the Mississippi river - in parks throughout the city. EcoRangers also learn about the environment, sustainability, and prepare for future jobs.

Work Setting: In-Person

Workdays: Monday, Tuesday, and Wednesday

Worksite Name: Lake Phalen and Lake Como

Worksite Address: Saint Paul, MN 55102

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

[Video](#)

Keystone Community Services

Food Shelf Assistant - Midway

At Midway Food Shelf you will be expected to:

Work as part of a team

Be welcoming and friendly as you assist diverse families and individual clients during their visit

Desire to learn and apply customer service skills

Receive donations by helping unload, sort, and stock groceries

Assist with keeping the food shelf orderly and clean by breaking down cardboard boxes, sweeping, and mopping

Attend orientation and trainings as required

Be receptive to guidance and direction from supervisors

Be able to work independently after receiving appropriate training

Should be able to lift 25 lbs.

You will also

Attend additional trainings and meetings as scheduled by supervisor

Receive ongoing coaching in time management, teamwork, creative problem solving

Build a resume, work on interviewing skills and have opportunities to learn financial literacy

Complete a self-assessment of your performance and receive performance feedback from your supervisor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Keystone's Midway Food Shelf

Worksite Address: 1916 University Ave W, Saint Paul, MN 55104

[Video](#)

Saint Paul Public Schools - Nutrition Services

School Ag Intern, YJ1

The intern(s) will work as a team to assist in the building of two School Gardens for SPPS: Humboldt High and Parkway Middle. Interns will help build and revamp each garden two days a week to include outreach to families and community to share the garden Monday-Thursday. On Fridays, we work and learn about urban agriculture and our local food system around Saint Paul. Interns may also support an additional project that will enhance the educational impact of the school gardens.

Interest in agriculture, horticulture, community building, or human development is encouraged but not required. Interns will work in the mornings from 8:00 am to 12:00 pm. Interns will receive their own set of garden tools and supplies, daily meals, and adhere to covid-safe practices. We will largely work outdoors, and work from home on

rainy days. Students will need access to a computer or iPad but are not required to have their own.

The summer internship will start June 21 and end August 23.

Work Setting: Hybrid

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Additional Notes: Interns will be building a school garden at Humboldt High School, and working on a garden at Parkway Middle school. Will involve hauling materials, building, planting, and harvesting.

Worksite Name: Humboldt High School

Worksite Address: 30 Baker Street East, Saint Paul, MN 55107

The Good Acre

Seasonal Food Hub Assistant

The Good Acre is a non-profit organization whose mission is to connect and strengthen farmers, food makers, and communities through good food. Their programs are designed to help improve marketplace opportunities for small local farmers, giving more consumers greater access to healthy produce and strengthening our local food economy. Core programs include vocational farm-to-school culinary training, grower support services, a 500-member farm share, commercial kitchen rental, warehousing, and the operation of a robust wholesale program. The Good Acre is also home to LEAFF, a new program that ensures small, emerging, and BIPOC run farms in Minnesota do not face extra hardship from the impacts of COVID-19. Through a youth intern program, we hope to expose a greater diversity of young people to the possibilities of agriculture and food-related careers.

This intern will work mostly with our farm share program, with the opportunity to experience all aspects of the work that happens at The Good Acre, including farm visits (if safe), communications to community members, warehouse management, kitchen management, culinary training, and wholesale purchasing and Farm 2 School.

Intern will assist the Farm Share program with:

- Packing and distributing shares (setting up for volunteer packing, working alongside volunteers, distributing Farm Shares from TGA's warehouse/parking lot on pick-up day)
 - Data management (survey input, contact management, etc.)
 - Communicating with farm share members (help prepare and proof-read newsletters, blog posts, and social media posts)
 - Upkeep (weeding, harvesting, helping with volunteers) of TGA herb and perennial garden
- Intern will assist the LEAFF program with:
- Receiving, recording, and sorting deliveries from farmers
 - Packing orders for delivery to wholesale customers

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Other possible program area involvement:

- Assisting Executive Chef with administrative tasks for VoCul training program
- Warehouse maintenance in keeping with food safety certifications
- Donor appreciation
- Skills Development
- Communication
- Organization/administrative
- Food systems
- Customer service
- Efficiency

The goal of The Good Acre's internship program, in general, is to introduce interns to career opportunities in sustainable agriculture and the local food industry, while cultivating transferable skills in youth interns. With our internship program, we aim to engage individuals often excluded from local food systems work, so that future local food advocates better reflect the communities we all serve.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: The Good Acre

Worksite Address: 1790 Larpenteur Ave, Falcon Heights, MN 55113

[Video](#)

Urban Roots

Market Garden Internship

Work on all aspects of a small urban farm business. Prepare, plant, weed 6 gardens. Harvest, prepare for sale (Community Supported Agriculture boxes weekly) and sell produce grown to local restaurants, stores, and community members.

Earnable Certifications: Market Garden Program Level Certificate.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Additional Notes: Shifts occur during the week, but additional shifts are available on the weekends for special events.

Worksite Name: Urban Roots

Worksite Address: 463 Maria Ave., Ste. 207, Saint Paul, MN 55106

[Video](#)

Urban Roots

Cook Fresh Internship - In-Person

Prepare recipes and produce-based meals to share via social media. Help with distributing food to other interns.

Earnable Certifications: Cook Fresh Program Level Certificate.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Additional Notes: Work shifts occur during the week but some weekend opportunities are available.

Worksite Name: Urban Roots

Worksite Address: 463 Maria Ave., Ste. 207, Saint Paul, MN 55106

[Video](#)

Urban Roots

Cook Fresh Internship - Remote

Prepare recipes and produce-based meals to share via social media. Improve your cooking and nutrition skills. Meet and learn from local twin cities chefs through online cooking classes. Receive cooking kits (food and kitchen tools) to follow along at home.

Earnable Certifications: Cook Fresh Program Level Certificate.

Work Setting: Remote

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Additional Notes: Work shifts occur during the week but some weekend opportunities are available.

Worksite Name: Urban Roots

Worksite Address: 463 Maria Ave., Ste. 207, Saint Paul, MN 55106

[Video](#)

Urban Roots

Conservation Internship

Work on habitat restoration in small teams in local parks and green-spaces. Remove invasive plants, plant native plants, collect native seeds and install rain and pollinator gardens. Conduct virtual tours. Conduct Citizen Science projects.

Earnable Certifications: Conservation Program Level certificate

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Additional Notes: Shifts occur during the week but weekend opportunities are available.

Worksite Name: Urban Roots

Worksite Address: 463 Maria Ave., Ste. 207, Saint Paul, MN 55106

[Video](#)

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Architecture and Construction

Tree Trust

Youth Conservation Corps Crew Member

Hours of Work: Your crew will work from 8:00 am-4:00 pm on your scheduled workdays, 3 days one week, 2 days the other week over a two-week period. All work will take place during the workweek and not on the weekends.

Job Purpose: To explore career pathways and build marketable leadership and job skills while helping your community. You will engage with employers, receive hands-on training, and earn a paycheck through the completion of meaningful projects. To experience working as a team and develop pride and confidence in a job well done.

Job Summary: The Youth Conservation Corps (YCC) Crew Member assists in the completion of landscape and ecological projects to maintain, enhance, and increase access to community and public spaces such as nature centers, parks, and trails.

Essential Functions:

Specific work will vary based on individual Crew assignments. Responsibilities may include:

- Tree, shrub, and flower plantings and invasive species control.
- Projects such as the construction of wood boardwalks, timber staircases, timber retaining walls, and wood fences.
- Trail maintenance and repair, or installation of handicap accessible trails.
- Installation of landscape pavers, modular block retaining walls, and other similar projects. i.
- Safely and competently use hand tools (Power tool use not allowed).
- Assist the Crew Leader daily with tool inventory and clean-up. i.
- Follow the direction of the Crew Leader and follow production, quality, and safety standards established by Tree Trust. i.
- Wear Personal Protective Equipment as needed such as gloves, eye protection, and hearing protection, which will be provided by Tree Trust. i.
- Follow all COVID-19 social distancing and hygiene requirements, including wearing a face mask. i.
- Work effectively in a team environment with a diverse group of individuals.
- Actively take part in educational sessions. i.
- Focus on learning, both during project completion and educational sessions. i.
- Other duties as assigned.

Qualifications/Skills Required: Must be between the ages of 14-21 on the start date of the summer employment

training program and must also meet at least one of the MYP eligibility factors.

Work Environment:

- Regularly works outside in conditions that include bad weather heats up to 100 degrees, and humidity.
- Noise level may be loud at times.
- Sturdy/closed-toe footwear required. T-shirts and all tools will be provided by Tree Trust.

Physical demands:i.

- Desire to be outdoors and to work amongst a team in various weather conditions. i.
- Ability to bend, lift, stoop, kneel and lift materials greater than 25 lbs. with or without reasonable accommodation. i.
- Ability to learn the safe use and operation of a variety of hand tools.

Earnable Certifications: Tree Trust Certificates - Employability, Worksite Safety, and Tool Identification.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: TBD

Worksite Address: Saint Paul, MN 55108

[Video](#)

Tree Trust

Assistant Crew Leader

Job Purpose: To explore career pathways and build marketable leadership and job skills while helping your community. You will engage with employers, receive hands-on training, and earn a paycheck through the completion of meaningful projects. To experience working as a team and develop pride and confidence in a job well done.

Job Summary: Assist Crew Leader in supervising and motivating up to 8 youth and young adults (14-21) daily in a safe, educational, and professional manner by providing high-quality job-training experiences through the completion of community-based projects. Projects may include landscape construction, vegetation management, and a variety of other projects.

Essential Functions:

- With the assistance of the Crew Leader, the Assistant Crew Leader will provide leadership, supervision, guidance, support, and motivation to up to 16 youth/young adults on two part-time crews.
- Ensure quality work performance, safety, and the general well-being of the crew.
- Provide deliberate and effective feedback to youth to foster continuous growth within a job training setting.

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

- With the assistance of the Crew Leader, the Assistant Crew Leader will work in conjunction with the site supervisor and supporting staff.
- Maintain tool and material inventory and notify supervisor of project material needs.
- Accomplish work goals to the satisfaction of the sponsors, supervisors, and project proposals.
- Accurately assist the Crew Leader with paperwork, material logs, and others as assigned.

Qualifications/Skills Required:

- Ability to successfully listen, give feedback and motivate youth/young adults
- The ability to stand for long periods, sit, twist, bend, grip, and lift and carry heavy objects up to 25 lbs.
- Ability to work outdoors in a variety of weather.
- Ability to pass a criminal and motor vehicle background check.
- Ability to adhere to all safety requirements, effectively use all tools and equipment needed for job tasks.
- Sound judgment, risk management skills, and decision-making ability in difficult situations.
- Participated in a previous SYEP as a Crew Member.

Preferred Qualifications:

- Prior experience working with or supervising youth/young adults.
- Technical skills in landscape construction, conservation, and/or maintenance.
- Earned a Governor’s Award as a Crew Member in previous SYEPs.
- Has not received a Corrective Action Form in previous SYEPs.
- Has received 2 or more Outstanding Worker Awards in previous SYEPs.

Work Environment: “Regularly works outside in conditions that include bad weather heats up to 100 degrees, and humidity. The noise level may be loud at times. Sturdy/closed-toe footwear required. T-shirts and all tools will be provided by Tree Trust.

Physical demands:

- Desire to be outdoors and to work amongst a team in various weather conditions.

- Ability to bend, lift, stoop, kneel and lift materials greater than 25 lbs. with or without reasonable accommodation.
- Ability to learn the safe use and operation of a variety of hand tools

Earnable Certifications: Tree Trust Certificates - Employability, Worksite Safety, and Tool Identification.
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: TBD
Worksite Address: Saint Paul, MN
[Video](#)

**Urban Boatbuilders
Junior Apprentice**

Overview:

The Junior Apprentice position is the first step in Urban Boatbuilder’s experiential learning program. Junior Apprentices (JAs), have the opportunity to learn woodworking skills and hand tools as they construct a boat alongside their peers, Senior Apprentices, and Youth Instructors. Apprentices are expected to follow shop rules, work efficiently to complete tasks, ask for help when necessary, and contribute to a positive team atmosphere.

In addition, JAs will have the chance to develop career-readiness skills such as communication, team-work, self-exploration, and life management. All Apprentices and Youth Instructors participate in daily group discussions and reflection questions, and weekly workshops on career development and exploration.

This position is supervised by and reports directly to the Build Instructor.

Opportunity for Advancement:

At the conclusion of their cohort commitment, Junior Apprentices are eligible to advance to the Senior Apprentice position upon a successful performance review and Skills Assessment.

Summer cohort (9 weeks):

Workshop hours are 4 days a week

Cohort 1: Monday through Thursday: 9:00 AM to 12:15 PM OR,

Cohort 2: Monday 9:00 AM-12:15 Tuesday-Thursday: 1:00 PM to 4:15 PM

Job Responsibilities:

Junior Apprentices will receive training and are expected to perform the following tasks: :
 Participate in group activities and discussions.
 Work collaboratively within a team to solve problems.

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Seek support from Build and Youth Instructors when necessary.
 Maintain an organized calendar and personal portfolio.
 Meet community and workshop expectations
 Reflectively evaluate personal performance in the workplace.
 Perform expected job tasks.
 Seek and offer appropriate feedback with peers and instructors.
 Access appropriate resources to complete tasks.
 Demonstrate safe set-up and use of hand tools and safety equipment.
 Follow through to complete tasks.
 Measure precisely and accurately.
 Use boat and tool-specific language in the workshop.
 Learn the basic aspects of boat design.
 Work with others to clean and organize the workshop.

Qualifications:

Qualified candidates must be:
 Interested in working with their hands
 Able to commit to the cohort schedule
 Demonstrate an ability to work in a team
 Be willing to learn new skills
 Demonstrate a commitment to excellence and high-quality work
 Between the ages of 16 and 19
 Able to work actively for 3 hours at a time

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Additional Notes: Ability to use or interest and willingness to learn to use tools is critical.

Worksite Name: Urban Boatbuilders

Worksite Address: 2288 University Avenue W., Saint Paul, MN 55114

[Video](#)

Urban Boatbuilders

Youth Instructor

Overview:

The Youth Instructor is the highest youth position at Urban Boatbuilders. Youth Instructors (YIs) act as a support to Instructors and Apprentices. YIs are expected to help set the daily agenda, assign work crews, facilitate daily reflection questions and debrief sessions, oversee cleanup, and plan the week's work. Youth Instructors teach woodworking skills to Junior and Senior Apprentices. YIs play an important role in providing feedback to instructors, hiring and overseeing new apprentices, and modeling positive leadership.

This position is an excellent opportunity for youth to continue developing and refining their skills in

woodworking, communication, facilitation, career-readiness, and leadership.

This position is supervised by and reports directly to the Build Instructor

Summer cohort (9 weeks):

Workshop hours are 4 days a week

Cohort 1: Monday through Thursday: 8:30 AM to 12:30 PM OR

Cohort 2: Monday 8:30 AM-12:30, Tuesday-Thursday: 12:30 PM to 4:30 PM

Job Responsibilities

Youth Instructors will be expected to perform the following job duties:

Lead and facilitate daily group discussions

Listen and respond appropriately in group settings and within-group discussions

Work collaboratively with others to solve problems

Seek support from Instructors when necessary

Maintain an organized calendar and personal portfolio

Understand job expectations within the workshop

Evaluate one's own performance in the workplace, as well as others

Perform expected job tasks

Seek and offer appropriate feedback with peers and instructors

Access and utilize appropriate resources to complete tasks

Demonstrate and teach safe use and set up of hand tools and power tools as well as properly use safety equipment

Follow and teach appropriate steps and methods to complete complex tasks

Measure precisely and accurately

Use and explain boat and tool-specific language in the workshop

Explain the basic aspects of boat design

Know and explain sequencing for task completion for the entire boat construction

Work with others to clean and organize the workshop

Teach technical skills and techniques to Sr. and Jr. Apprentices

Apprentices

Work with other YI and Build Instructor to set build schedule, agenda and assign tasks

Oversee the Big Clean

Model leadership behaviors

Be self-directed in determining jobs and projects

Qualifications:

Qualified candidates must:

Complete a Senior Apprentice Cohort with a 90% attendance rate

Successfully complete a Senior Apprentice Skill Assessment

Demonstrate an interest in learning how to facilitate and teach others

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

- Be able to commit to the cohort schedule for the next 2 cohorts
- Demonstrate leadership skills in prior cohorts
- Have a history of leading/teaching skills in the previous cohort
- Demonstrate the ability to organize daily tasks
- Demonstrated ability to hold self and others to job expectations

**Qualifications will be assessed within the Senior Apprentice's performance review.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Urban Boatbuilders

Worksite Address: 2288 University Avenue W., Saint Paul, MN 55114

[Video](#)

Arts, Audio/Video Technology, and Communication

artsus

Jr. Staff

Jr. Staff has the responsibility to positively lead and encourage students – by their example – to participate in and to learn and grow from the diverse experiences of the ARTS-Us. Jr. Staff are to engage in all workshop activities offered with their students via a hightbred model where programming is conducted either onsite or Virtually for participants. Jr. Staff should help with set up and break down of supplies and equipment, help conduct food service, film, photography, complete projects, learn the choreography, create spoken word, journal, camp, etc. Jr. Staff's work will be "showcased" along with the work of their students. The Jr. Staff's participation and work "models" the eager participation/engagement expected of all our students. The Jr. Staff's example sets the participation bar for the group.

DUTIES/RESPONSIBILITIES include:

- Operates according to ARTS-Us policies and procedures.
- Motivates and serves as a role model in each activity for all camp participants.
- Assists with foodservice preparation & monitoring during food service times.
- Meets daily with Supervisor to help confirm schedules, curriculum, supplies, and materials.
- Sets an example of positive participation and responsiveness as the "demo student" in all activities of the camp.
- Assists & supports staff as needed in leading a participant group.
- Ushers students to arrive on time at all sessions.

- Helps to ensure that all rooms/locations are cleaned and returned to their original state upon the students' exiting the area.
- Helps each student engage actively and positively in all projects and activities, and to successfully complete each monitored project.
- Responsible for engaging in workshops.
- Participates in the complete clean-up, storage and restoration of ALL facilities, supplies and files used by the camp on the day following the close of camp.
- Responsible for ensuring all students are safe and accounted for at all times.
- Performs other duties as assigned.

Earnable Certifications: Must have experience working with children, artistic and have some customer service skills.

Work Setting: Hybrid

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: ARTS-Us

Worksite Address: 1221 Marshall ave, Saint Paul, MN 55104

[Video](#)

East Side Neighborhood Development Company Arts & Entertainment Programming Intern

This position will help organize the Solidarity Street Gallery, a street-side arts festival, centered around the themes of justice, equity and solidarity. This is a great opportunity for individuals interested in learning about the intricacies of event planning. This intern will interact with artists, business owners, musicians, food truck operators, children's arts programs, and the various elements that go into creating a community arts event. Individuals interested in the arts, social justice, and event planning are encouraged to apply. Additionally, this position will support our Adopt-A-Block Initiative as a part of a team.

Work Setting: In-Person

Workdays: Tuesday, Wednesday, and Thursday

Worksite Name: East Side Neighborhood Development Company

Worksite Address: 925 Payne Avenue #201, Saint Paul, MN 55130

East Side Neighborhood Development Company Community Outreach Intern

This internship will support East Side Neighborhood Development Company's work in supporting small businesses and event planning on the East Side of St. Paul. This role will help you gain a solid understanding of community organizing and outreach. Our work is fueled by our relationships with small business owners and community members on the East Side. The Community

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Outreach Intern will be active in the community creating relationships, communicating with the public, and recruiting small businesses to participate in the Solidarity Street Gallery, Friendly Storefronts Program, and other arts events. This position will also support our Adopt-A-Block initiative as a part of a team.

Work Setting: In-Person

Workdays: Tuesday, Wednesday, and Thursday

Additional Notes: Outcomes from this project will be uplifting the look of the commercial corridor and creating small inviting spaces

Worksite Name: East Side Neighborhood Development Company

Worksite Address: 925 Payne Avenue #201, Saint Paul, MN 55130

FilmNorth

Right Track Filmmaker

Want to spend your summer making movies? Learn and perfect your filmmaking skills by assisting in creating short documentary films through a summer Right Track internship at FilmNorth. Work with our FilmNorth Youth Instructor and other Right Track Filmmakers to produce a series of short profile documentary films on the 2021 McKnight Media Artist Fellows and assist with other FilmNorth productions over the summer.

Requirements

- Be on time and ready to work.
- Respond to emails, phone calls, and texts in a timely and professional manner.
- Experience with video cameras and editing software (Adobe Premiere, iMovie, or other) is preferred but not required.
- An interest in filmmaking is mandatory!
- Qualify for Right Track YJ01 employment.
- Have access to a computer and wi-fi to work from home.

Schedule:

Tuesdays, Wednesdays, and Thursdays from 1:00-5:00 pm
June 22 – August 13, 2020

Want to learn more about the position?

Earnable Certifications: Northstar MacOSx Certification, Northstar Digital Media making Certification

Work Setting: Hybrid

Workdays: Tuesday, Wednesday, and Thursday

Worksite Name: FilmNorth

Worksite Address: 550 Vandalia St. Suite 120, Saint Paul, MN 55114

[Video](#)

Keystone Community Services

Teen Tech Center Assistant

Teen tech center assistants will help run the tech center under the supervision of the tech center coordinator. Duties include helping teen participants work on tech-related projects such as video editing, graphic design, 3D printing, laser engraving, audio engineering, and more. Assistants will also help clean the space and work on long-term projects of their choosing. Good assistants should be self-motivated, able to stay on task, willing to work with other teens, and an interest in at least one area of tech that they want to learn more about. Previous experience with technology preferred.

Earnable Certificates:

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Keystone's Best Buy Teen Tech Center

Worksite Address: 1150 Selby Ave, Saint Paul, MN 55104
[Video](#)

Listen Up! Youth Radio

Producer

Young people who are interested in media, storytelling, radio, and community issues should apply to be a Producer with Listen Up! Youth Radio's Summer Media Institute. Producers will be paid to learn about media justice, audio production, community journalism, and storytelling from local and national media makers, while using their voice to share stories that create change in their community. All interns will create a final audio piece, learn audio recording & editing, and attend guest speaker trainings by local media makers. For return interns, several different media exploration tracks are open.

Job duties:

Duties include: participating in discussions, learning about different types of media, learning audio production technology, recording interviews, and audio stories, and making original media.

Skills required:

Desire to learn new things

Interested in sharing their your & thoughts in discussions

Willingness to go outside

Interest in media, radio media, or audio recording, (no experience necessary)

Will need access to a computer and wifi

Listen Up's mission is to provide Twin Cities youth with access to radio and digital media, tools to create dialogue and community, and opportunities to amplify voice and leadership. We work with young people, ages 12-24,

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around the arts, & media, civic engagement, and storytelling. We run: 1) a weekly youth-produced radio show, 2) a year-round Youth Media Collective employment program, 3) a Summer Media Institute, 4) Youth Forums, and 5) audio storytelling workshops for schools and organizations. More information can be found at www.listenupyouthradio.org.

Earnable Certificates:

Work Setting: Hybrid

Workdays: Monday, Tuesday, and Wednesday

Worksite Name: Listen Up! Youth Radio

Worksite Address: 2323 11th Avenue S, Minneapolis, MN 55404

[Video](#)

Minnesota Humanities Center Humanities Student Intern

ABOUT THE MINNESOTA HUMANITIES CENTER
The Minnesota Humanities Center (MHC) is a statewide nonprofit that creates programming, issues grants and operates an event center in St. Paul, Minnesota. MHC's vision is to connect our past, present, and future to bring people together, increase understanding, and spark change. Using the humanities disciplines such as philosophy, literature, civics, history, and language through mediums such as discussions, books, radio, and television, we provide the tools for respectful dialogue, reflection, analysis, and change. We collaborate with individuals and organizations to inspire community conversations, forge deep connections, and illuminate authentic diverse voices across Minnesota. As the humanities teach communication, cultural awareness and competence, and empathy, we believe in the power of the humanities to bridge differences, interpret the complexities of our world, and positively shape our collective future. We try to bring this same understanding to our workplace interactions.

OVERVIEW OF THE POSITION

The Minnesota Humanities Center's Summer Youth Internship Program is a unique learning and youth leadership position. This program is based on a cohort model of learning and we are looking for up to three Interns to assist MHC in designing and developing 1-2 projects on the topic of "What Are the Humanities and Why Do They Matter, Perspectives from the Next Generation." The program is designed to introduce interns to the humanities through engagement, conversation, and projects – some assigned and some self-designed.

KEY RESPONSIBILITIES

This position supports a range of MHC programs by providing support in two key areas :

1. "What Are the Humanities and Why Do They Matter, Perspectives from the Next Generation" - Program Assistant (VIRTUAL AND IN-PERSON) (70%)

Work with MHC and community partners to co-design in a team setting, a series of offerings based on the theme "What Are the Humanities and Why Do They Matter, Perspectives from the Next Generation." Assist Humanities Officers in delivering existing offerings to include serving as a greeter during events and evaluating existing resource materials with a youth perspective. Participate in a 5-day workshop that will occur July 12-16th or July 19-23rd (to be determined)

Work may include:

- * Independent research
- * Weekly virtual group discussions
- * Preparing and presenting ideas for discussion
- * Participation in workshops
- * Generating new ideas for engagement via social media and other platforms.

2. General Administration (30%)

- * Support general projects by entering data into various office systems.
- * Create agendas, take meeting notes, provide status updates, and keep project log up to date.
- * Support logistics leading up to and on the day of the event

KNOWLEDGE, SKILLS, AND ABILITIES

We are looking for individuals who enjoy working on community events, perform well in a fast-paced environment, and thrive in a team setting. Ideal applicants will also be able to demonstrate the following abilities.

- * Knowledge using social media platforms.
- * Experience conducting research and classroom projects.
- * Comfortable speaking up and sharing thoughts and ideas in a group setting.
- * Responsible and able to consistently complete assignments within a timeline.
- * Willing to work occasional evenings and/or weekends during event offerings.
- * Participate in a weeklong community storytelling workshop in St. Paul (this workshop will potentially be in-person or virtual for five days).
- * Able to occasionally travel to off-site event locations.

KEY COMPETENCIES:

Work Environment

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

MHC is currently operating in a virtual work environment. You will need access to a laptop, internet, paper, pen, and a means for voice and video communication. When possible, this job operates in a professional office environment in St. Paul, MN. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Transportation:

There will be one or two weeks of possible travel to and from an offsite workspace in July. Reliable transportation during that specified week will be needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The Minnesota Humanities Center is committed to a culturally diverse work environment.

Work Setting: Hybrid

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Minnesota Humanities Center

Worksite Address: 987 Ivy Ave E., Saint Paul, MN 55106

[Video](#)

SPNN

Film and Video Producer

Work in a busy, high-energy community media center. This is a creative position where you will learn about making films, videos, and podcasts. You will work alongside other youth to create media content in the Media Active job training. You will also work to help instructors teach media classes to SPNN members and assist members in checking out professional media equipment. During your time on the job, you will have hands-on experience with video cameras, microphones, lights, and Adobe software such as Photoshop, Premiere, and After-Effects. Another major job activity will be working on a youth-focused audio podcast called "Speaking of Youth". Previous media experience is not required just a positive attitude and willingness to learn and practice creative thinking.

Earnable Certificates: The interns will receive training in Adobe Creative Cloud software.

Work Setting: In-Person

Workdays: Tuesday, Thursday, and Saturday

Worksite Name: SPNN

Worksite Address: 550 Vandalia Street Suite 170, Saint Paul, MN 55114

[Video](#)

Education and Training

City of Saint Paul - Parks and Recreation Centers MLK Recreation Center - Recreation Assistant

If you are looking for a great summer job that involves hanging out with kids from 1st grade to 8th grade then this is the place to be. At MLK we will be having a Summer Blast camp for a few hours during the week where we will plan outdoor/indoor activities ranging from gym, art, science, and much more. We will also have the opportunities to visit other parks and go on field trips especially if they are outdoor activities. There will be some computer and answering phone assignments along with Covid screening and cleaning responsibilities that will come with the job. Flexible hours and a fun way to spend your summer.

Earnable Certificates: A possible full-time job offered after the summer.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: MLK Recreation Center

Worksite Address: 271 Mackubin Street, Saint Paul, MN 55102

[Video](#)

ComMUSICation

Music Program Assistant

Do you love music? Are you interested in building community and supporting other youth through a hands-on music experience? Join ComMUSICation as a summer Music Program Assistant!

We are looking for young people passionate about music as a vehicle for social change who would enjoy working with an organization that serves elementary and middle school-aged youth. Applicants should be self-starters and hard workers interested in the mission of ComMUSICation, which is to empower youth with skills for success through music, service, and community. In addition to helping with summer virtual music programming as a program assistant and peer mentor, this position entails some administrative and communications work. There will be also opportunities to take on leadership roles within musical programming as well as behind the scenes of the organization. Depending on your interests and experience, your position may focus on certain of the above areas

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

more than others (for example, some positions have more of an administrative/behind-the-scenes focus, whereas others center more directly around working with other youth during our programs).

Responsibilities may include:

Build relationships with and be a positive role model for elementary and middle school-aged youth
Lead activities during programming in collaboration with our dynamic team of Teaching Artists who are leading professionals in fields such as African drumming, songwriting and producing, and more
Document and promote the work of ComMUSICation by creating engaging content, including photography, video, newsletter articles, and social media posts
Participate in weekly reflections with Teaching Artists and other ComMUSICation staff members
Ensure the success of our programs by helping with tracking attendance and performing other day-to-day tasks

ComMUSICation is a collaborative organization that fosters the passions and goals of our youth. We want to work with you to make this a positive and meaningful working experience where you can grow as a leader in your community. There will be opportunities to collaborate, share your ideas, and contribute collectively towards the success of our programs. Everyone has a voice in ComMUSICation!

Commitment

The Music Program Assistant works between 10-15 hours per week. Summer hours are still being finalized, but you must be available for work on Mondays, Tuesdays, Wednesdays, and Thursdays. Given the uncertainty of the COVID-19 pandemic, this is subject to change, but currently, the positions are expected to be remote and the Music Program Assistant will use platforms such as Zoom, Slack, and Google to complete their hours.

Questions? Contact Kevin Kalla at kevin@cmcmn.org.

Organization Overview

ComMUSICation (CMC) is an after-school choral youth development program for youth in grades 2-8. In addition to providing free access to high-quality music education, CMC actively tries to help close the achievement gap by supporting academic achievement through character skill development, practicing reading/writing skills through multicultural music, and encouraging parent involvement.

Work Setting: Remote

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: ComMUSICation

Worksite Address: 690 Jackson St., Saint Paul, MN 55130

[Video](#)

Cookie Cart

Cookie Cart Intern (Paid)

Virtual (Online) Work Experience

Due to Covid-19, this role has changed drastically. This is a virtual role only.

Things to expect:

1. Weekly team meetings/conversations on Google classroom with your coworkers and adult leaders.

2. Self-paced work opportunities to support your ability to earn hours while working independently.

3. Professional Development Opportunities:

- Leadership Training
- Customer Service Training
- Workplace visits/exploration
- Resume Building/Mock Interviews
- Introduction to Sales, Marketing, and/Fundraising
- College Discussions
- Vision Boards

4. Help Cookie Cart Build this position!

- Your participation and active feedback will continue to be crucial in helping us make this opportunity more valuable for youth that will fill this position after you! Let your voice be heard!

5. Mindfulness Activities

- Virtual Cooking classes
- Optional Yoga Sessions
- Free Supplies (Food, Art, Yoga, Books, Snacks when available).

6. Flexible Work Schedule!

Come develop your leadership skills while connecting with other youth in a virtual workspace!

Work Setting: Remote

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Cookie Cart

Worksite Address: 946 Payne Avenue, Saint Paul, MN 55105

[Video](#)

Homegrown Lacrosse

Homegrown Lacrosse Summer Camp Instructor

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Homegrown Lacrosse is working to grow the game and resiliency within young people throughout St. Paul this summer. To do so, we are building a team of eight camp counselors to help provide lacrosse instruction and positive experiences. Counselors will work with our camp director and each other to provide instruction and mentorship at 1.5-hour summer camp sessions offered at up to sixteen St. Paul Park locations. Counselors will also help with player recruitment, curriculum design, and measurement and evaluation.

Preferred Qualifications / Character Traits:

- A desire to mentor young people and/or learn sports-based youth development is most critical. Experience with the sport of lacrosse is helpful but not required. You will work with athletes 6-14.
- We are looking for candidates who are responsible/reliable, adaptable, caring, hard-working, and fun.

The Details:

- Counselors will work in teams of 2 to 4 at each camp.
- Camps typically run between 9:30 and 11:30 a.m. or 12:30 and 2:00 p.m. at various park locations throughout St. Paul.
- We will work to assign coaches to camps that work best with their schedules.
- Counselors will be responsible for getting to and from their camp locations each week.
- We will be teaching boys and girls lacrosse.

Mission:

To build a community that inspires and empowers youth to excel in life and lacrosse.

Approach:

At Homegrown Lacrosse, coaching isn't about the final score; it's about improving the individual player. But more than that, our underlying goal is to develop each player not only as a lacrosse player but also as a person.

Coaching Attitude: Upon arrival at the field, each coach should be prepared to teach players of all levels and work to challenge them as individuals and teammates. Winning is not our main goal. We focus instead on providing a valuable, enjoyable, and rich experience for every young lacrosse player. Additionally, each player should leave the field feeling accomplished and having improved their individual skills and confidence.

Authenticity: Our motives are genuine and transparent. We care about the success and well-being of each player - as an individual - and want him/her to succeed. More than that, our coaches love the sport of lacrosse and enjoy their role on the field.

Approachable: At Homegrown, we create a culture where players feel safe, secure, and valued. Our coaches and league managers must be more than employees and contractors; they act as mentors and friends. Coaches that are approachable put players at ease. This creates a positive, learning environment where players can excel.

Fun: Playing lacrosse should be fun and we strive to build fun into every aspect of our programming. An enjoyable and fun experience provides opportunities for players to learn and improve their lacrosse ability.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Various St. Paul Parks

Worksite Address: Saint Paul, MN 55102

Video

Keystone Community Services

Teen Tutor

Keystone Teen Tutors provide academic tutoring, leadership, and mentoring relationships to their younger peers. Working together as a team, they are responsible for the following primary duties:

- Tutor youth ages 5-12 using provided curriculum and materials focusing primarily on reading comprehension and understanding.
- Help plan and lead enrichment activities and teach lessons from the Second Step curriculum focused on social-emotional learning.
- Provide feedback about activities to lead staff to improve the program.
- Model and maintain a safe, respectful environment.
- Be responsible and accountable for time commitment.
- Participate in orientation, tutor skills and youth development training, and staff meetings as scheduled.

Teen Tutors also participate in trainings that focus on work skills as well as day-to-day coaching in time management, teamwork, creative problem-solving. Through these trainings, scheduled work shifts, and on-the-job coaching, youth develop positive work habits, valuable work skills, and a growth mindset. Teen Tutors will also have the opportunity to participate in series of workshops, including resume development, interviewing, and elevator pitches, all designed to help youth pursue and land their next job.

Earnable Certificates: CPR

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: McDonough Homes

Worksite Address: 1554 Timberlake Road, Saint Paul, MN 55117

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

[Video](#)

Keystone Community Services Cyber-Seniors Intern

Summer Internship Job Description

Interns will provide Webinar Tech-Training programs for seniors as well as one-on-one tech support. When Interns are not providing this service, they will have the opportunity to select work projects that are of interest to them. Examples of possible work projects are:

1. Review and support ongoing updates to the Cyber-Seniors tech-training resources
2. Create Content for Social Media and Newsletter
3. Carry out data entry and report running for Client Management Software
4. Create Internet Scavenger Hunts for Seniors
5. Create Content and presentations for the Senior Tech-Training Webinars
6. Carry out research and create targeted outreach lists

Earnable Certificates: Cyber-Seniors Training Certificate

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Keystone Teen Tech Center

Worksite Address: 1150 Selby Avenue, Saint Paul, MN 55104

[Video](#)

Saint Paul Urban Tennis Summer Assistant Coach

Summer Coaches provide beginner-level lessons to kids across Saint Paul. As a summer assistant coach, you do not need tennis experience, but you should enjoy working with kids and being outdoors. You will be paired with an experienced Head Coach who will lead the lessons. Your responsibilities as an assistant coach will include: supporting lessons, motivating kids, creating a positive atmosphere, setting up equipment, taking attendance, and tossing/feeding balls for drills. We will provide you with top-tier training, leadership development, and opportunities for advancement/growth.

Earnable Certificates: Coaching certificate, Safe Play Certification

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Various Locations across Saint Paul (we will work with you to find a site to suit your needs)

Worksite Address: 1675 5th St. E., Saint Paul, MN 55106

[Video](#)

The Salvation Army St. Paul Eastside Corps Day Camp Worker

The Salvation Army Mission

The Salvation Army, an international movement, is an evangelical part of the Universal Christian Church. Its message is based on the bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Qualifications

Must be understanding, patient, creative, have a cooperative spirit, commitment to working with youth, able to be fun, flexible, and enthusiastic. Able to maintain a professional attitude towards the children, the families, and other staff members at all times and communicate professionally and openly. Must be willing to support the mission of The Salvation Army.

Summary

Assist the staff, in carrying out individual and group activities during Summer Day Camp. Helping with crafts, supervising students during recreational time and off-site field trips, assisting with the distribution of snacks/meals, and other duties as directed by Youth Director or other supervisory staff.

Work Schedule:

Flexible with hours between the times listed below:

Monday-Friday 10:00 AM – 4:00 PM

Jun 21 through Aug 22, 2021 (No program July 5)

Work Expectations:

1. Monitor groups during activities
2. Assist with supervising children on field trips
3. Monitor the distribution of snacks/meals to children in the youth programs
4. Assist the cook with food preparation, serving, and clean up as directed.
5. Assist with the safe transportation of program participant to and from the facility and on field trips by acting as a vehicle monitor
6. Engage/participate with children in all activities, including; hiking, swimming, crafts, etc.
7. Lead various group activities
8. Maintain a safe and welcoming environment at all times.
9. Be able to commit to working the entire summer
10. Be prepared for daily outdoor activities.
11. All above activities and Summer programs are carefully planned to adhere to Covid-19 safety guidelines.

Earnable Certificates: MDE (MN Dept of Education) Civil Rights Training, Safe From Harm Training, Serve Safe

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

(Food Handling), SFSP (Summer Food Service Program) Site Staff Training, Covid-19 Health, and Safety
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: The Salvation Army Eastside
Worksite Address: 1019 Payne Ave East, Saint Paul, MN 55130
[Video](#)

Government and Public Administration

Saint Paul Public Library Rondo Library Intern

Workers will be expected to perform tasks related to working in a public library environment. These include shelving media, maintaining bookshelves, and working with the public, especially children.

Earnable Certificates: Northstar Digital Literacy certificate
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday
Worksite Name: Rondo Library
Worksite Address: 461 Dale St N, Saint Paul, MN 55103
[Video](#)

Saint Paul Public Library Highland Park Library Intern

Join Highland Park Library as a YJ1 worker to assist in the library, including working with Children's services!

Job duties include clerical duties, such as checking in materials, sorting materials onto carts, processing withdrawn items, and clearing circulation bins.

With guidance from a staff member, the YJ1 worker will also assist the Children's Specialist with projects in the children's area, such as organizing and shelving children's materials, maintaining bookshelves, creating displays, and other projects. Other projects may include possible programming for children and families and creating activity kits for youth.

Ideal candidates would be interested in working with youth of all ages and enjoy working as part of a team.

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday
Worksite Name: Highland Park Library
Worksite Address: 1974 Ford Parkway, Saint Paul, MN 55113
[Video](#)

Saint Paul Public Library George Latimer Central Library Intern

The George Latimer Central Library intern will be a part of the library team serving patrons of all ages.
1-Innovation Center- a location to tinker, create and learn to use technology.
become a member
learn 3D printer, the laser engraver, recording studio, button maker, and cutting tools
2- Circulation Center--the heart of any library where the essential work is done
learn Sierra
do picklist
withdraw/blacken/box up deleted items
create displays
shelf read
3-Youth Services
learn and help with storytime
shelve readers and board books
4-GLCL
help in the St Paul Collection
help with the music collection
delete items from the collection
shelve DVDs
mend and repair materials

Work Setting: In-Person
Workdays: Tuesday, Wednesday, Thursday, Friday, and Saturday
Worksite Name: George Latimer Central Library
Worksite Address: 90 W 4th St, Saint Paul, MN 55102
[Video](#)

Saint Paul Public Library Rice Street Library Intern

Be a part of the Rice Street Library team by demonstrating quality customer service, basic computer skills, and good attention to detail. Duties may include:

1. Assisting with Library material-related needs, such as:
 - a. Shelving and Cleaning DVDs/CDs
 - b. Find/replace broken CD/DVD cases
 - c. Put new protective jackets on books
 - d. Blackout barcodes of deleted books and materials
 - e. Shelf reading (checking that books on the shelf are in correct order)
2. Assist with Summer Outreach Programming, including Summer Spark and Summer Meals distribution
3. Help with Youth Programming
 - a. Create take and make craft kits for youth to take home
4. Assist patrons with scanning, faxing, copying, basic computer needs
5. Assist with creating or putting up displays
6. Disinfecting computers, keyboards, chairs, tables, and high-use areas of the library, dusting
7. Writing book recommendations/booklists from the point of view of a teen

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

8. Take part in periodic enrichment activities, do career exploration, create a career plan, interview other staff to learn about their work

Earnable Certificates: Northstar Digital Literacy Assessments, LC Easy (Library of Congress Classification)
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday
Worksite Name: Rice Street Library
Worksite Address: 1011 Rice Street, Saint Paul, MN 55117
[Video](#)

Saint Paul Public Library Sun Ray Library Intern

Support Sun Ray Library Staff Nature Theme
Assist with the Library's Gardens, both inside and outside
Aquaponic System, Reading Garden, Native Plants, and Vegetable Gardens
Support Library Express Safety Guidelines
Assistance staff with sanitation and cleaning of patron computer, Staff work area & printers
Support Sun Ray Library Staff Nature Theme
Assist with the Library's Gardens, both inside and outside
Aquaponic System, Reading Garden, Native Plants, and Vegetable Gardens
Support Library Express Safety Guidelines
Assistance staff with sanitation and cleaning of patron computer, Staff work area & printers
Support Teen Specialist and other staff as needed with Programming
Createch, Library After Dark, and Storytime setup & cleanup
Provide Activity brainstorming, preparation, and testing
Provide support with Attendance and Data Entry for activity participation
Provide Activity Facilitation – tinkering, creating, gaming, and projects of interest

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday
Worksite Name: Sun Ray Library
Worksite Address: 1205 Wilson Ave, Saint Paul, MN 55119

Health Science

Cerenity Senior Care- Humboldt Dietary Assistant

Aide assistants portion and serve food attractively and assist in food preparation for residents. Assists with general meal clean-up. Uses effective communication and appropriate interaction with residents, patients, visitors, and other team members. Assists kitchen staff in serving

residents meals, and resetting tables for the next meal. Use your time wisely, and learn a lot about other generations!

1. Set up and clean up dining rooms and trays for meal service.
2. Assist dietary assistant in serving portioned food according to diet restrictions to residents.
3. Washes tables, and dishes, completes general cleaning.
4. Assist in tray and food preparation.
5. Interact with residents during meal times, assist with programs after meals.
7. Completes all other duties as assigned.
8. Ensure compliance with nutritional standards and health and safety standards.

Earnable Certificates: Safe Serve, CPR, Educare
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday
Worksite Name: Cerenity Humboldt
Worksite Address: 512 Humboldt Ave, Saint Paul, MN 55107

Cerenity Senior Care- Humboldt Wellness Student Assistant

If you're looking to grow and find a place to thrive, Cerenity Humboldt will do just that. Meet new people and help us create a thriving community as a Wellness Student Assistant!

Responsible to assist wellness staff in meeting the social, emotional, cognitive, physical, and spiritual needs of the residents through activities, programming, and continued interaction with community groups. May take part in planning and implementing activities to meet resident's specific needs, including large groups, small groups, and one on one participation. Be the support for our residents and help them retain their dignity, independence and happiness.

1. Completes the activity interviews of residents.
2. Assists in providing adequate daily events and programming to meet the needs of residents.
3. Assists in one-to-one visits, daily activity programming, and events.
4. Comply with guidelines and policies of Cerenity Senior Care.
5. Respect the resident's abilities and give positive reinforcement during interactions.
6. Assist with setup and clean-up of craft area.
7. Maintain resident confidentiality at all times.

Earnable Certificates: First Aid, CPR, Serve Safe
Work Setting: In-Person

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday
Worksite Name: Cerenity Humboldt
Worksite Address: 512 Humboldt Ave, Saint Paul, MN 55107

Hospitality and Tourism

Be Graceful Bakery and Catering Concessions Attendant

The concession attendant is responsible for maintaining operations and assisting customers at the Be Graceful Concessionaire.

Basic Function and Responsibilities:

Excellent Guest Service
Serve food, beverages, and desserts to customers
Proper Cash Handling
Prepare food such as Nacho, Hot Dogs, Slushies, Ice Cream Sundaes, Root Beer Floats, Popcorn, Taco in a Bag, Panini's, Pizzas, BBQ Pulled Pork
Replenish food at stations
scrub and polish counters
Inventory Control
Stock and Restock
Ensure all Sanitation Procedures

Earnable Certificates: Once a supervisor, opportunity to get ServeSafe Certification at age 18.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday

Worksite Name: Como Park Pool

Worksite Address: 1151 Wynne Ave, Saint Paul, MN 55108

[Video](#)

Saint Paul Public Schools - Facilities Dept YJ1 Facilities Service Worker Intern

As a Facilities Service Worker Intern you will work with the custodial staff in one of the St Paul Public Schools High Schools. Some of the job duties and responsibilities that you will be trained in will include:

- * Professionally cleaning schools
 - * Perform maintenance of various floor types
 - * Work within a group to accomplish summer building restoration cleaning
 - * Perform preventative maintenance on building equipment
 - * Perform necessary schools grounds work
 - * Assist in daily checks of boilers and pools
 - * Operate equipment including riding floor scrubber
- All interns will be challenged to learn new tasks and responsibilities. Interns will learn a sense of pride and

accomplishment in their efforts to create a safe and welcoming school environment.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: District Service Facility

Worksite Address: 1930 Como Avenue, Saint Paul, MN 55108

Human Services

Boys & Girls Clubs of the Twin Cities

Mt. Airy - Junior Club Staff

The Junior Staff is responsible for coordinating programs and services for members ages K-12.

Qualifications: Must be at least 15 years old.

Experience: Must be able to perform all tasks in an efficient manner

Skills: Enjoy working with youth and be cheerful, enthusiastic, and self-motivated; must demonstrate leadership and role modeling to younger members.

Position Responsibilities:

Assist in recruiting members for participation in the daily program activities.
Assist in the planning and implementation of the various programs, including field trips.
Assist in other Club programs or activities as requested.
Work cooperatively with all staff to provide effective educational programs.
Assist in supervising the care of equipment, supplies, and materials in assigned program area.
Assist in providing individual or small group educational enhancement programs.
Assist in developing attractive educational bulletin boards, posters & banners in assigned program areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to write, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Earnable Certificates: Interns will complete Career Launch. They may have the opportunity to certify in basic First Aid and CPR.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Mt. Airy Boys & Girls Club

Worksite Address: 690 Jackson Street, Saint Paul, MN 55130

Boys & Girls Clubs of the Twin Cities East Side - Junior Club Staff

The Junior Staff is responsible for coordinating programs and services for members ages K-12.

Qualifications: Must be at least 15 years old.

Experience: Must be able to perform all tasks in an efficient manner

Skills: Enjoy working with youth and be cheerful, enthusiastic, and self-motivated; must demonstrate leadership and role modeling to younger members.

Position Responsibilities:

Assist in recruiting members for participation in the daily program activities.

Assist in the planning and implementation of the various programs, including field trips.

Assist in other Club programs or activities as requested.

Work cooperatively with all staff to provide effective educational programs.

Assist in supervising the care of equipment, supplies, and materials in assigned program area.

Assist in providing individual or small group educational enhancement programs.

Assist in developing attractive educational bulletin boards, posters & banners in assigned program areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to write, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Earnable Certificates: Interns will complete Career Launch. They will also have the opportunity to certify in basic First Aid and CPR.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: East Side Boys & Girls Club

Worksite Address: 1620 Ames Avenue, Saint Paul, MN 55106

Boys & Girls Clubs of the Twin Cities West Side - Junior Club Staff

The Junior Staff is responsible for coordinating programs and services for members ages K-12.

Qualifications: Must be at least 15 years old.

Experience: Must be able to perform all tasks in an efficient manner

Skills: Enjoy working with youth and be cheerful, enthusiastic, and self-motivated; must demonstrate leadership and role modeling to younger members.

Position Responsibilities:

Assist in recruiting members for participation in the daily program activities.

Assist in the planning and implementation of the various programs, including field trips.

Assist in other Club programs or activities as requested.

Work cooperatively with all staff to provide effective educational programs.

Assist in supervising the care of equipment, supplies, and materials in assigned program area.

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Assist in providing individual or small group educational enhancement programs.
Assist in developing attractive educational bulletin boards, posters & banners in assigned program areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to write, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Earnable Certificates: Interns will complete Career Launch. They will also have the opportunity to certify in basic First Aid and CPR.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: West Side Boys & Girls Club

Worksite Address: 291 East Belvidere Street, Saint Paul, MN 55107

CommonBond Communities Skyline Tower - Youth Program Assistant

CommonBond

Youth Program Assistant

Job Description

Assist in youth Summer Fun programming by planning and leading enrichment and academic activities, demonstrate positive behavior and mentorship toward participating children and assist in sub-programs like Youth Prize and other community partnerships.

Program Delivery:

- Facilitate small and large group activities around a variety of enrichment topics and academic areas, including science, math, and literacy.
- Enforce guidelines for student behavior in all areas of youth programs.

- Work one to one with students on academic activities.
- Recruit students to participate in programs and complete registration.
- Assist in Youth Prize distribution.

Program Planning and Administration:

- Plan engaging activities for youth in grades K-6th.
- Work in collaboration with the team.
- Assist with daily attendance, room and supply maintenance including snacks, books, games, etc, and daily clean up and set-up.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: CommonBond Communities - Skyline Tower

Worksite Address: 1247 St Anthony Ave., Saint Paul, MN 55104

[Video](#)

CommonBond Communities Torre de san Miguel - Youth Program Assistant

CommonBond

Youth Program Assistant

Job Description

Assist in youth Summer Fun programming by planning and leading enrichment and academic activities, demonstrate positive behavior and mentorship toward participating children, and assist in sub-programs like Youth Prize and other community partnerships.

Program Delivery:

- Facilitate small and large group activities around a variety of enrichment topics and academic areas, including science, math, and literacy.
- Enforce guidelines for student behavior in all areas of youth programs.
- Work one to one with students on academic activities.
- Recruit students to participate in programs and complete registration.
- Assist in Youth Prize distribution.

Program Planning and Administration:

- Plan engaging activities for youth in grades K-6th.
- Work in collaboration with the team.
- Assist with daily attendance, room and supply maintenance including snacks, books, games, etc, and daily clean up and set-up.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: CommonBond Communities - Torre de san Miguel

Worksite Address: 58 E. Wood St., Saint Paul, MN 55107

[Video](#)

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

CommonBond Communities

Skyline Tower - Teen Program Assistant

Assist in youth Summer Fun programming by planning and leading enrichment and academic activities, demonstrate positive behavior and mentorship toward participating children and assist in sub-programs like Youth Prize and other community partnerships.

Program Delivery:

- Facilitate small and large group activities around a variety of enrichment topics and academic areas, including science, math, and literacy.
- Enforce guidelines for student behavior in all areas of youth programs.
- Work one to one with students on academic activities.
- Recruit students to participate in programs and complete registration.
- Assist in Youth Prize distribution.

Program Planning and Administration:

- Plan engaging activities for youth in grades K-6th.
- Work in collaboration with the team.
- Assist with daily attendance, room and supply maintenance including snacks, books, games, etc, and daily clean up and set-up.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: CommonBond Communities- Skyline Tower

Worksite Address: 1247 St Anthony Ave., Saint Paul, MN 55104

[Video](#)

Keystone Community Services

Summer Day Camp Assistant

Be a positive role model for children while assisting teachers to provide academic tutoring, enrichment activities, leadership, and mentoring relationships. As a Summer Day Camp Assistant, you will gain valuable work skills while you help students to learn and grow.

RESPONSIBILITIES:

Tutor children and assist them during reading and math instruction.

Help plan and lead enrichment activities such as art, sports, and games.

Help supervise children on field trips and during free-choice time.

Model and maintain a safe, respectful environment.

Assist staff with daily housekeeping duties.

Be responsible and accountable for time commitment.

Participate in orientation, tutor and youth development training, and staff meetings.

Summer Day Camp assistants will also participate in trainings that focus on work skills as well as day-to-day coaching in time management, teamwork, creative problem-solving. Through these trainings, scheduled work shifts, and on-the-job coaching, youth develop positive work habits, valuable work skills, and a growth mindset. They will have the opportunity to participate in Next Steps series of workshops, including resume development, interviewing, and elevator pitches, all designed to help youth pursue and land their next job.

Earnable Certificates: CPR

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Community Kids Program - West 7th Community Center

Worksite Address: 265 Oneida Street, Saint Paul, MN 55102

[Video](#)

Keystone Community Services

Food Shelf Assistant - Rice Street

At Rice Street Food Shelf you will be expected to:

- Work as part of a team
- Be welcoming and friendly as you assist diverse families and individual clients during their visit
- Desire to learn and apply customer service skills
- Receive donations by helping unload, sort, and stock groceries
- Assist with keeping the food shelf orderly and clean by breaking down cardboard boxes, sweeping, mopping, and disposing of trash and recycling
- Attend orientation and training is required
- Be receptive to guidance and direction from supervisors
- Be able to work independently after receiving appropriate training
- Should be able to lift 25 lbs.

You will also " "

-Attend additional trainings and meetings as scheduled by the supervisor

-Receive ongoing coaching in time management, teamwork, creative problem solving

-Build a resume, work on interviewing skills and have opportunities to learn financial literacy

-Complete a self-assessment of your performance and receive performance feedback from your supervisor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Keystone Community Services- Rice Street Food Shelf

Worksite Address: 1459 Rice Street, Saint Paul, MN 55130

[Video](#)

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Information Technology

Osiris Organization

Tech Lab Assistant - MLK Rec Center

Provide classroom instructional assistance in collaboration with the Rec-Tech YJ2 lab instructor, all lab assistants must enroll in the Microsoft Office Suite applications.

Tech Lab assistants will learn basic technical support skill sets in a Windows Operating environment and assist Osiris's director of technology in providing technical support services to assigned computer lab.

Goals of the Position:

To provide inner-city youth with the current computer technology skills sets in a real-time environment and inspire them to pursue information technology careers.

Reports to:

Community Resource Specialist
YJ2 Rec-Tech Computer Lab Instructor

Duties:

Provide weekly classroom instructional support services for the Rec-Tech computer lab instructor
Enroll in Microsoft Office Suite applications, Word, Excel, Powerpoint, Outlook, and classes in the MS Imagine Academy assigned by the YJ2 lab instructor
Work in collaboration with YJ2 instructor to learn basic technical support skillsets
Provide peer mentoring to younger youth in Rec-Tech computer labs

Pay Rate: Determine by Right Track Program guidelines
Right Track Participants will work up to ___ hours per week

Other Duties:

Assigned by YJ2 Rec-Tech Lab Instructor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: MLK Rec Center

Worksite Address: 271 Mackubin Stree, Saint Paul, MN 55102

[Video](#)

Osiris Organization

Tech Lab Assistant - Oxford Rec Center

Provide classroom instructional assistance in collaboration with the Rec-Tech YJ2 lab instructor, all

lab assistants must enroll in the Microsoft Office Suite applications.

Tech Lab assistants will learn basic technical support skill sets in a Windows Operating environment and assist Osiris's director of technology in providing technical support services to assigned computer lab.

Goals of the Position:

To provide inner-city youth with the current computer technology skills sets in a real-time environment and inspire them to pursue information technology careers.

Reports to:

Community Resource Specialist
YJ2 Rec-Tech Computer Lab Instructor

Duties:

Provide weekly classroom instructional support services for the Rec-Tech computer lab instructor
Enroll in Microsoft Office Suite applications, Word, Excel, Powerpoint, Outlook, and classes in the MS Imagine Academy assigned by the YJ2 lab instructor
Work in collaboration with YJ2 instructor to learn basic technical support skillsets
Provide peer mentoring to younger youth in Rec-Tech computer labs

Pay Rate: Determine by Right Track Program guidelines
Right Track Participants will work up to ___ hours per week

Other Duties:

Assigned by YJ2 Rec-Tech Lab Instructor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Oxford Community Center

Worksite Address: 270 Lexington Pkwy N, Saint Paul, MN 55104

[Video](#)

Osiris Organization

Tech Lab Assistant - El Rio Rec Center

Provide classroom instructional assistance in collaboration with the Rec-Tech YJ2 lab instructor, all lab assistants must enroll in the Microsoft Office Suite applications.

Tech Lab assistants will learn basic technical support skill sets in a Windows Operating environment and assist Osiris's director of technology in providing technical support services to assigned computer lab.

Goals of the Position:

To provide inner-city youth with the current computer technology skills sets in a real-time

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

environment and inspire them to pursue information technology careers.

Reports to:

Community Resource Specialist

YJ2 Rec-Tech Computer Lab Instructor

Duties:

Provide weekly classroom instructional support services for the Rec-Tech computer lab instructor

Enroll in Microsoft Office Suite applications, Word, Excel, Powerpoint, Outlook, and classes in the

MS Imagine Academy assigned by the YJ2 lab instructor

Work in collaboration with YJ2 instructor to learn basic technical support skillsets

Provide peer mentoring to younger youth in Rec-Tech computer labs

Pay Rate: Determine by Right Track Program guidelines

Right Track Participants will work up to ___ hours per week

Other Duties:

Assigned by YJ2 Rec-Tech Lab Instructor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: El Rio Vista Recreation Center

Worksite Address: 179 East Robie Street, Saint Paul, MN 55107

[Video](#)

Osiris Organization

Tech Lab Assistant - Dayton's Bluff Rec Center

Provide classroom instructional assistance in collaboration with the Rec-Tech YJ2 lab instructor, all

lab assistants must enroll in the Microsoft Office Suite applications.

Tech Lab assistants will learn basic technical support skill sets in a Windows Operating

environment and assist Osiris's director of technology in providing technical support services to

assigned computer lab.

Goals of the Position:

To provide inner-city youth with the current computer technology skills sets in a real-time

environment and inspire them to pursue information technology careers.

Reports to:

Community Resource Specialist

YJ2 Rec-Tech Computer Lab Instructor

Duties:

Provide weekly classroom instructional support services for the Rec-Tech computer lab instructor

Enroll in Microsoft Office Suite applications, Word, Excel, Powerpoint, Outlook, and classes in the

MS Imagine Academy assigned by the YJ2 lab instructor

Work in collaboration with YJ2 instructor to learn basic technical support skillsets

Provide peer mentoring to younger youth in Rec-Tech computer labs

Pay Rate: Determine by Right Track Program guidelines

Right Track Participants will work up to ___ hours per week

Other Duties:

Assigned by YJ2 Rec-Tech Lab Instructor

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Dayton's Bluff Recreation Center

Worksite Address: 800 Conway Street, Saint Paul, MN 55106

[Video](#)

Osiris Organization

Tech Lab Assistant - Hazel Park Rec Center

Provide classroom instructional assistance in collaboration with the Rec-Tech YJ2 lab instructor, all

lab assistants must enroll in the Microsoft Office Suite applications.

Tech Lab assistants will learn basic technical support skill sets in a Windows Operating

environment and assist Osiris's director of technology in providing technical support services to

assigned computer lab.

Goals of the Position:

To provide inner-city youth with the current computer technology skills sets in a real-time

environment and inspire them to pursue information technology careers.

Reports to:

Community Resource Specialist

YJ2 Rec-Tech Computer Lab Instructor

Duties:

Provide weekly classroom instructional support services for the Rec-Tech computer lab instructor

Enroll in Microsoft Office Suite applications, Word, Excel, Powerpoint, Outlook, and classes in the

MS Imagine Academy assigned by the YJ2 lab instructor

Work in collaboration with YJ2 instructor to learn basic technical support skillsets

Provide peer mentoring to younger youth in Rec-Tech computer labs

Pay Rate: Determine by Right Track Program guidelines

Right Track Participants will work up to ___ hours per week

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Other Duties:
Assigned by YJ2 Rec-Tech Lab Instructor

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: Hazel Park Recreation Center
Worksite Address: 945 Hazel St., Saint Paul, MN 55119
[Video](#)

Saint Paul Public Library Dayton's Bluff Library Intern

The Dayton's Bluff intern will support library services and programming for youth. There might also be opportunities to help with outreach to the community.

Library services tasks will include organizing and shelving media, maintaining bookshelves, creating displays, and other projects.

Youth programming might include assisting with Teens Know Best (a book club with access to advanced reader copies of YA books), outdoor storytimes, and preparing activity kits for youth and families.

This position requires working onsite and directly with other library staff and the public. However, Saint Paul Public Library has safety precautions in place and currently requires all visitors to wear a mask, limit their visits, use hand sanitizer when possible, and to socially distance. Gloves and easy access to hand sanitizer and hand-washing areas are available for all staff.

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, and Thursday
Worksite Name: Dayton's Bluff Library
Worksite Address: 645 E 7th St, Saint Paul, MN 55106
[Video](#)

Marketing

East Side Neighborhood Development Company Social Media & Promotions Intern

This position will gather and create social media content and collaborate on promotion strategies for East Side Neighborhood Development Company and our related community initiatives. Individuals with skills or interest in photography, social media strategies, or graphic design are encouraged to apply. Promotions will highlight community events, small businesses, social services opportunities, and all of the wonderful things that the East Side of St. Paul has to offer. There is also an opportunity to gain skills in website development if that is of interest to this intern.

Additionally, this position will participate in our Adopt-the-Block Initiative as a part of an intern team.

Work Setting: In-Person
Workdays: Tuesday, Wednesday, and Thursday
Worksite Name: East Side Neighborhood Development Company
Worksite Address: 925 Payne Avenue #201, Saint Paul, MN 55130

Recreation/Outdoor

City of Saint Paul - Parks and Recreation Centers Arlington Hills Community Center - Summer Blast Aide

You will help assist the Summer Blast lead staff with daily task includes:

- You will be working with kids 6-12 years old
- Summer Blast program hours are from 1-4 pm
- Help planning with Summer Blast lead staff
- Help lead arts and craft projects
- Help clean and organize rooms
- You will be working indoors and outdoors
- Help chaperone a field trip
- Show enthusiasm and energy participating with kids in activities
- Help serve Summer meals
- Flexible to work with hours
- Assist with special events
- Someone willing to learn and self-motivated

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, and Thursday
Worksite Name: Arlington Hills Community Center
Worksite Address: 1200 Payne Ave, Saint Paul, MN 55130
[Video](#)

City of Saint Paul - Parks and Recreation Centers Arlington Hills Community Center - Recreation Assistant

Daily task includes:

- Help with Summer meals
- Help set up and take down for rentals tables, chairs, etc. sports field/courts
- Help with special events
- General maintenance and cleaning
- General customer service (greeting and answering the phone)
- Other duties will be assigned
- Flexible to work with hours
- Hours will be more towards the evening shift
- You will be working indoors and outdoors

Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Worksite Name: Arlington Hills Community Center
Worksite Address: 1200 Payne Ave, Saint Paul, MN 55130
[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Battle Creek Recreation Center - Recreation Assistant**

This position will work with Community Recreation Leaders to implement recreation programming at Battle Creek Recreation Center. This can include:
Assisting with camps/classes
Helping to serve Summer meals
Helping with set up and takedown of equipment (tables, sports fields/courts)
General Customer Service.
Helping with Special Event Implementation
General Maintenance and Cleaning
Other duties as assigned, based on the skills of the employee.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Battle Creek Community Recreation Center

Worksite Address: 75 Winthrop Street South, Saint Paul, MN 55119

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Battle Creek - Summer S'more Fun Assistant**

This position will be assisting in our all-day summer "S'more Fun" programming at Battle creek Rec center.
-Will assist in maintaining a safe and fun environment for our 5-11 yr old youth during programming.
-Will assist during activities at the rec center but will be asked to help maintain this safe fun environment on field trips including twice-weekly water park field trips.
-looking for workers interested in working directly with youth
-an enjoyment of swimming/being in and around water would is not required but would help
Shifts would be somewhere between the hours of 10:00-5:00 on M-Th depending on field trips/ activities per day.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Battle Creek Rec Center- Battle Creek S'more Fun

Worksite Address: 75 Winthrop St. S., Saint Paul, MN 55119

[Video](#)

City of Saint Paul - Parks and Recreation Centers

**Dayton's Bluff Recreation Center - Summer Blast
Recreation Assistant**

- Enjoys working with children.
- Enforce rules and regulations of the recreation center to maintain discipline and ensure safety.
- Assist rec leaders with the daily indoor/outdoor activities during Summer Blast.
- Work with Summer Blast participants ages 6 - 12.
- Assist with the planning of the Summer Blast activities.
- Chaperone on field trips.
- Assist with serving meals and adhere to the rules.
- Help maintain facility cleanliness.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Dayton's Bluff Recreation

Worksite Address: 800 Conway Street, Saint Paul, MN 55106

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Dayton's Bluff Recreation Center - Recreation Assistant**

- Enforces rules and regulations of the recreation center to maintain discipline and ensure safety.
- Work with visitors/participants ages 0 - 100.
- Encourage children to participate in Summer Blast activities.
- Assist staff with ensuring all participants are behaving respectfully.
- Assist rec leaders with the planning of indoor/ outdoor activities for Summer Blast. For example Arts and crafts, indoor/outdoor games, and science projects.
- Assist rec leader with taking attendance and completing paperwork.
- Assist with serving meals, completing paperwork, and adhering to the rules.
- Professionally greet visitors and answer the phone.
- May do some filing and computer work in the main office.
- Assist with maintaining a clean facility.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Dayton's Bluff Recreation Center

Worksite Address: 800 Conway Street, Saint Paul, MN 55106

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Duluth & Case Recreation Center - Summer Blast Assistant**

We are looking for enthusiastic and energetic individuals to help plan, lead, and participate in activities for Summer Blast. Other duties involve organizing, serving meals, and

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

cleaning. The person joining our team will help keep our participants safe by enforcing rules and regulations.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Duluth and Case Recreation Center

Worksite Address: 1020 Duluth Street, Saint Paul, MN 55106

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Edgumbe Recreation Center - Recreation Assistant**
The r

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Edgumbe Recreation Center

Worksite Address: 320 Griggs St. S., Saint Paul, MN 55105

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
El Rio Vista Recreation Center - Summer Blast Assistant**

Seeking youth workers ages 15-18 that can complete the following work duties:

- * Strong verbal and written communication skills
- * Demonstrated passion for working with people of diverse socioeconomic, religious, and cultural backgrounds
- * Great customer service
- * Participate and teach youth classes
- * Assist city staff with Summer Blast Program, Summer Food Program, and camps
- * Light maintenance
- * Light office work
- * Team player
- * Be reliable and flexible
- * Build positive relationships
- * Be available between 12 pm-8 pm. Schedules vary
- * Ability to collaborate with others to achieve common goals

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: El Rio Vista Recreation Center

Worksite Address: 179 East Robie Street, Saint Paul, MN 55107

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
El Rio Vista Recreation Center - Recreation Assistant**

Daily task includes:

Help with Summer meals

Help set up and take down (rentals " tables, chairs, etc. sports field/court)

Help with special events

General maintenance and cleaning

General customer service (greeting and answering the phone)

Other duties will be assigned

Flexible to work with hours

Hours will be more towards the evening shift

You will be working indoors and outdoors

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: El Rio Vista Recreation Center

Worksite Address: 179 East Robie Street, Saint Paul, MN 55107

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Frogtown Community Center- Summer Blast Assistant**

St. Paul Parks and Recreation Summer Blast hours are 1:00-4:00 p.m. Monday-Friday. You will help assist the Summer Blast lead staff with daily tasks which includes but are not limited to:

Working with school-aged children 6-12 years old

Help with planning activities with Summer Blast lead staff

Help lead arts and craft projects, indoor/outdoor games and activities, reading skills, gardening, etc.

Help keep facility and grounds clean

Work independently with small groups

Help chaperone field trips

Show enthusiasm and energy participating with kids in activities

Help serve summer meals

Assist with special events

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Frogtown Community Center

Worksite Address: 230 Como Avenue, Saint Paul, MN 55103

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Frogtown Community Center - Recreation Assistant**

Assists in implementing and supervising a variety of activities including but not limited to:

Assist in implementing and supervising a variety of activities

Organizes leads and monitors recreational activities for all age and ability groups

Work independently with small groups

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

Assist in providing supervision for participants indoor, outdoors, and on field trips
Assist in planning and implementation of special events
Assist in providing a safe, respectful, and nurturing environment for participants
Encourages proper participant behavior; uses positive discipline techniques, if necessary
Seeks help from lead rec staff in emergencies
Help keep the facility and grounds clean
Flexible schedule

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Frogtown Community Center

Worksite Address: 230 Como Avenue, Saint Paul, MN 55103

[Video](#)

City of Saint Paul - Parks and Recreation Centers Citywide Recreation - Roaming Recreation Assistant

Looking for an energetic person to assist with roaming recreation at various parks around the city. Parks available to work at are Carty Park, Frost Lake Park, Weida Park, Wacouta Commons, Ryan Park, Baker Park, Margaret Park, Lockwood Park & Griggs Park. Because we travel to different parks, you will be assigned to the park that works best with you!

Job responsibilities would include assisting with activity set-up, playing games with youth ages 5-14, handing out snacks, and cleaning up at the end of the day.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Griggs Rec Center is home base

Worksite Address: 1188 Hubbard Ave, Saint Paul, MN 55104

[Video](#)

City of Saint Paul - Parks and Recreation Centers Groveland Recreation Center - Recreation Assistant

Recreation Assistant will assist our staff team with summer activities including our summer blast and meal program. Staff should work well with youth and other staff members. The recreation Assistant will assist with daily activities, field trips, data collection, and day-to-day operations.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Groveland Recreation Center

Worksite Address: 2021 St. Clair Ave., Saint Paul, MN 55105

[Video](#)

City of Saint Paul - Parks and Recreation Centers Hancock Recreation Center - Recreation Assistant Summer Blast

We are looking for energetic workers to help with several programs for youth ages 6-12. Duties include:

-Supervision of youth onsite and during field trips

-Participating in and leading activities

-Setup/takedown of classes/camps/sports

-Customer Service (answering phones, greeting participants at the entrance, etc)

-Basic cleaning (sweep/mop/trash/dishes)

-Other duties as assigned, based on skills of the employee

-Trained in Summer Lunch program

Work will be indoors and outdoors.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Hancock Recreation Center

Worksite Address: 1610 Hubbard Avenue, Saint Paul, MN 55104

[Video](#)

City of Saint Paul - Parks and Recreation Centers Hayden Heights Rec Center - Summer Blast Aide

You will help assist the Summer Blast staff with daily tasks for the activity. This could be leading art and craft activities, playing with kids on the playground, or helping chaperone a field trip. Be ready to run and play with the kids to help them have a good time but at the same time be ready to supervise and run small tasks. The summer blast program is from 1 pm-4 pm so that would be the normal shift.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Hayden Heights Rec Center

Worksite Address: 1965 Hoyt Ave E, Saint Paul, MN 55119

[Video](#)

City of Saint Paul - Parks and Recreation Centers Hazel Park Recreation Center - Recreation Assistant

Seeking youth workers ages 14-17 that can complete the following work duties:

* Strong verbal and written communication skills

* Demonstrated passion for working with people of diverse socioeconomic, religious, and cultural backgrounds

* Great customer service

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

- * Participate and teach youth classes
- * Assist city staff with Summer Blast Program, Summer Food Program, and camps
- * Light maintenance
- * Light office work
- * Team player
- * Be reliable and flexible
- * Build positive relationships
- * Be available between 12 pm-8 pm. Schedules vary
- * Ability to collaborate with others to achieve common goals

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

Worksite Name: Hazel Park Recreation Center

Worksite Address: 945 Hazel St., Saint Paul, MN 55106

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Highland Park Community Center - Recreation Assistant**

Recreation Assistant will assist our staff team with summer activities including our summer sports such as T-Ball, Nearball, Baseball, Softball, and meal program. Staff should work well with youth and other staff members. The recreation Assistant will assist with daily activities, field trips, data collection, and day-to-day operations. Staff will need to be coachable and open to learning new sports and activities.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Highland Park Community Center

Worksite Address: 1978 Ford Pkwy, Saint Paul, MN 55116

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Highwood Hills Recreation Center - Recreation Assistant**

This position will work with Community Recreation Leaders to implement recreation programming at Highwood Hills Recreation center. This can include:
Assisting with camps/classes
Helping to serve Summer meals
Helping with set up and takedown of equipment (tables, sports fields/courts)
General Customer Service.
Helping with Special Event Implementation
General Maintenance and Cleaning

Other duties as assigned, based on the skills of the employee.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Highwood Hills Recreation Center

Worksite Address: 2192 Londin Lane E., Saint Paul, MN 55119

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Langford Park Recreation Center - Recreation Assistant**

We are looking for energetic workers to help with several programs for youth ages 6-12. Duties include:

- Supervision of youth onsite and during field trips
- Participating in and leading activities
- Setup/takedown of classes/camps/sports
- Customer Service (answering phones, greeting participants at the entrance, etc)
- Basic cleaning (sweep/mop/trash/dishes)
- Other duties as assigned, based on skills of the employee

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Langford Park Recreation Center

Worksite Address: 30 Langford Park, Saint Paul, MN 55108

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Linwood Recreation Center - Summer Rec Position**

We are looking for someone who is ready to enjoy your summer assisting with our Summer Programs. You will be working with the kids, attending field trips, serving snacks, assisting with special events, and so much more! We are looking for someone who is outgoing and willing to get the job done. We would like you to be self-driven and ready to learn and willing to try new things.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Linwood Rec Center

Worksite Address: 860 Saint Clair Ave, Saint Paul, MN 55105

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
McDonough Recreation Center - Summer Blast Youthwork Assistant**

The Summer Blast Youthwork Assistant will help a lead staff facilitate activities for elementary-aged youth. Activities will include such things as art projects, gym games, simple science projects, cooking, and more. They will also go along on any field trips. Summer Blast Youthwork Assistants are expected to engage with youth,

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participate in and help youth during all activities. Summer Blast Youthwork Assistants will also help serve a daily snack and dinner. They will also be expected to complete other duties as assigned, such as cleaning and helping set-up and put-away things needed for activities.

Earnable Credentials: Certification to serve snack/dinner through Youthprise

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: McDonough Recreation Center

Worksite Address: 1544 Timberlake Rd., Saint Paul, MN 55117

[Video](#)

City of Saint Paul - Parks and Recreation Centers Merriam Park Recreation Center- Summer Right Track

We are looking for someone who is ready to enjoy your summer assisting with our Summer Programs. You will be working with the kids, attending field trips, serving snacks, assisting with special events, and so much more! We are looking for someone who is outgoing and willing to get the job done. We would like you to be self-driven and ready to learn and willing to try new things. If this sounds like you, Merriam Park is a great fit for you!

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Merriam Park Rec Center

Worksite Address: 2000 St Anthony, Saint Paul, MN 55104

[Video](#)

City of Saint Paul - Parks and Recreation Centers MLK Recreation Center - Combo Camp Staff Leader

If you are looking for a Summer Job working with kids and going on field trips then Combo Camp Staff Leader is the job for you. We are looking for individuals who like working with kids from ages 8-14. We are looking for staff who want to program and lead programs for kids to have an awesome summer. We go on 3 field trips a week including swimming. We need individuals who can work a shift from 8 am-4 pm with some cleaning tasks. If you are looking for a summer job to be at a recreation center, outdoors, doing activities with kids then apply!

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: MLK Recreation Center

Worksite Address: 271 Mackubin Stree, Saint Paul, MN 55102

[Video](#)

City of Saint Paul - Parks and Recreation Centers North Dale Recreation Center - Recreation Assistant

We are looking for dependable workers who are comfortable assisting current staff with creating and implementing programming for youth ages 6-12. Staff may be asked to lead small groups, assist with activities, and help clean. Staff needs to be comfortable working in large or small groups and working inside or outside.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: North Dale Recreation Center

Worksite Address: 1414 St. Albans St. N., Saint Paul, MN 55117

[Video](#)

City of Saint Paul - Parks and Recreation Centers North West Como Recreation Center - Recreation Assistant

Recreation Assistant will assist our staff team with summer activities including and meal program. Staff should work well with youth and other staff members. The recreation Assistant will assist with daily activities, field trips, data collection, and day-to-day operations.

Youth Work - 50%

Build positive relationships with youth and their families
Resolve conflict between youth, engaging in appropriate behavior correction

Assist with snack - set up, serving, clean up (sweep, mop, trash)

Program/Building Assistance - 30%

Indoor: Sweep & mop floors as needed, Wash windows, walls, benches, table, chairs, counters, etc.

Outside: sweep & pick-up trash, shoveling/salting, garden watering, change marquee signage

Assist with classes and special events - setup/teardown, check-in,

Assist in getting equipment out for teams and preparing fields for games/practices

Customer Service & Administrative Duties - 20%

Provide information and take messages via phone and in-person communication

Assist with office work (count out fliers, call participants, create name tags, etc)

Other duties as assigned by any supervisory staff

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: North West Como Recreation Center

Worksite Address: 1550 N. Hamline Ave., Saint Paul, MN 55108

[Video](#)

All information in the job descriptions is to be used as a general guide and is subject to change at any time.

**City of Saint Paul - Parks and Recreation Centers
Jimmy Lee Recreation Center - Summer Right Track
Worker**

Looking for self-motivated, enthusiastic individuals who are willing to work in a high-level atmosphere. Willing to work with youths ages 6 -12 years old. Available to work between the hours of 12:00 - 6:00 p.m. Monday - Thursday. You will help assist the Summer Blast lead staff with daily task includes:

- Help lead arts and craft projects
- Help clean and organize rooms
- Working indoors and outdoors
- Help serve Summer meals
- Assist with special events

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Oxford/Jimmy Lee Community Center

Worksite Address: 270 N. Lexington Parkway, Saint Paul, MN 55104

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Palace Recreation Center - Recreation Assistant**

Recreation Assistant will assist our staff team with summer activities including our summer blast and meal program. Staff should work well with youth and other staff members. The recreation Assistant will assist with daily activities, field trips, data collection, and day-to-day operations.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Palace Recreation Center

Worksite Address: 781 Palace Ave., Saint Paul, MN 55102

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Phalen Recreation Center - Recreation Assistant**

We are looking for two candidates interested in working or gaining work experience in a recreation center environment. Hours vary from 8:30 am-7:00 pm Monday through Thursday, and 8:30 pm-6:00 pm on Friday. Individuals hired will work mostly outdoors assisting staff with our summer programs. Duties include:

- Serving summer meals
- Setting up and taking down of equipment
- Providing customer service in person and over the phone
- Light duty cleaning
- Supervising youth
- Other duties as assigned, based on the skills of the employee

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Phalen Recreation Center

Worksite Address: 1000 East Wheelock Parkway, Saint Paul, MN 55106

Worksite Address: 1000 East Wheelock Parkway, Saint Paul, MN 55106

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Rice Recreation Center - Recreation Assistant**

Recreation Assistant will assist our staff team with summer activities including our summer blast and meal program. Staff should work well with youth and other staff members. The recreation Assistant will assist with daily activities, field trips, data collection, and day-to-day operations.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Rice Recreation Center

Worksite Address: 1021 Marion St., Saint Paul, MN 55117

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
Sibley Manor Roaming Recreation Assistant - Citywide
Recreation**

This position will be based at Sibley Manor Apartments and will run Monday thru Thursday from 5:30 pm-7:30 pm. Job responsibilities include helping roaming recreation staff set up activities, play a variety of games, and assist with arts & crafts. You will also work with youth ages 4-16.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, and Thursday

Worksite Name: Sibley Manor Apartments

Worksite Address: 1300 W Maynard Dr., Saint Paul, MN 55116

[Video](#)

**City of Saint Paul - Parks and Recreation Centers
West Minnehaha Recreation Center - Summer Youth
Specialist**

We are looking for a youth expert to help with our Summer Blast Program. The program runs M-F from 1-4 pm for ages 6-12 yrs. old. We need someone who can interact with young people and be a positive role model and influence for them. We do arts, crafts, STEM programs, other educational activities and games, sports, games, competitions, go on Field Trips, serve meals twice daily, and much more. If you think this sounds like a fun opportunity and you would like to work in an amazing environment, please apply and we look forward to having you as a part of our team.

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: West Minnehaha Recreation Center

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Worksite Address: 685 W. Minnehaha Ave, Saint Paul, MN 55104

[Video](#)

City of Saint Paul - Parks and Recreation Centers Wilder Recreation Center - Summer Program Aide

Aide will assist Wilder Recreation staff with all summer programs of the center. Specifically, the aide will have to assist with serving snacks/lunch to youth, perform some manual labor duties (i.e. cleaning of the building and outdoor areas), computer research, some typing on a computer, and some neighborhood outreach. The aide will also lead summer program activities for the youth participants (such as soccer, kickball, and other outdoor sports).

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: Wilder Recreation Center

Worksite Address: 958 Jessie St., Saint Paul, MN 55130

[Video](#)

The Sanneh Foundation Summer Camp Coach

We are looking for soccer coaches to grow into head coaching position(s) that will help to lead our junior coaching staff in running free soccer camps at various St. Paul Parks and Rec sites. This summer we will run approximately thirty-five camps in St. Paul. The camps are for youth, aged 5-14. Our mission is to empower youth, improve lives and unite communities. We believe that soccer is a great tool to do this. Each summer our organization runs soccer camps for St. Paul youth which teach soccer and life skills through various fun activities. Each camp is 2.5 hours long and has a setup and break down time of thirty minutes. Camps run in different areas each week either in the morning, afternoon, and evening at different parks within the St. Paul area. It is helpful if you have a soccer background, but not required if you are good with kids.

A great chance for youth to get involved spend time outdoors during the summer, working with kids, meeting other young adults, and learning leadership and team-building skills that we extend "beyond the field" and into their daily lives

Work Setting: In-Person

Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday

Worksite Name: The Sanneh Foundation

Worksite Address: 2090 Conway St., Saint Paul, MN 55119

Science, Technology, Engineering, and Mathematics

Friends of the Mississippi River Environmental Stewardship Fellow

Friends of the Mississippi River (FMR) is looking for rising 10th, 11th and 12th graders to be fellows for the 2021 ESI cohort

An ESI fellow has an interest in learning more about the environment, building job-related skills, and is available for twice-weekly meetings during the summer, Mondays and Wednesdays from 2:00 pm to 4:00 pm beginning on June 16th until our last program meeting, and celebration day with all participants, during the week of July 26, 2021.

The theme for 2021 is Resilient Waters: Building community and connections.

Guiding Questions:

How do we secure clean water in metro area communities?
How do environmental professionals work alongside community members to create resilient waters?

Fellows will explore this topic with the assistants, FMR staff, and environmental professionals through self-directed projects, job skill-building, discussions, presentations and interactive activities about environmental issues.

Requirements and Expectations:

- * Commitment to being present at every ESI meeting during the summer
- * Interest in networking with other youth and professionals
- * Open to collaborative discussions on topics such as watersheds and environmental justice
- * Interest in working outdoors (masks will be required and we will follow COVID-safe protocols)
- * Access to the internet for online meetings
- * Punctual and reliable
- * Ability to stay organized when juggling many tasks
- * Attention to detail

Work Setting: Hybrid

Workdays: Monday and Wednesday

Worksite Name: Friends of the Mississippi River

Worksite Address: 101 East 5th Street, Saint Paul, MN 55101

[Video](#)

Skilled Trade

Elpis Enterprises Screen printing intern

If you have ever admired the design on a T-shirt and thought "I wish I could do that," here is your opportunity to learn about all the steps in screen printing. You will do

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screen prep, mix inks according to formula, load shirts on the press, monitor the quality of the print, and off-load shirts. We also have a new embroidery machine to use. You will work in a team environment to produce a quality product. So join us this summer!

Earnable Credentials: OSHA 10 and Business 101 badges
Work Setting: Hybrid
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: Elpis Enterprises
Worksite Address: 2161 University Ave., Saint Paul, MN 55114
[Video](#)

Elpis Enterprises Woodworking intern

Do you like working with your hands and building things? Then this is the internship for you. Learn how to use carpentry hand tools to build such products as birdhouses, bird feeders, flower boxes, Adirondack chairs, and put together various building kits. Measuring, packaging, pounding nails to create a quality product. Work in a relaxed and upbeat atmosphere.

Earnable Credentials: OSHA 10, Business 101 badges
Work Setting: Hybrid
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: Elpis Enterprises
Worksite Address: 2161 University Ave., Saint Paul, MN 55114
[Video](#)

Transportation, Distribution, and Logistics

Keystone Community Services Express Bike Shop Apprentice

At Express Bike you will learn about and help operate all aspects of a small business:

Bike repair - learning and performing a range of bike repairs for a thorough bike tune-up.

Sales and customer service - Greet customers in person or on phone, share accurate information on products and repair services, problem-solve customer concerns, and computer-based cash register operation.

Accounting - Prepare bank deposits and learn to understand gross and net profit.

Inventory/Merchandising - Learn about product pricing and store displays to effectively highlight products or services. Stock/restock shelves.

You will also -

Attend weekly trainings in business concepts and work skills
Receive ongoing coaching in time management, teamwork, creative problem solving
Build a resume, work on interviewing skills and have opportunities to learn financial literacy
Complete a self-assessment of your performance and receive performance feedback from your supervisor

Earnable Credentials: Bike Repair and Small Business Certificates issued by Express Bike Shop
Work Reference for Future
Work Setting: In-Person
Workdays: Monday, Tuesday, Wednesday, Thursday, and Friday
Worksite Name: Express Bike Shop
Worksite Address: 1158 Selby Avenue, Saint Paul, MN 55104
[Video](#)

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