



## **Experiential Learning Coordinator**

Cookie Cart

[cookiecart.org](http://cookiecart.org)

Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

**POSITION OVERVIEW:** This full-time role will oversee and manage all day-to-day operations surrounding the youth experience in our bakeries and communities. This includes developing and facilitating training courses on bakery processes and employment. Scheduling, attendance tracking, data entry, onboarding youth staff, and developing daily work plans that fulfill the mission and production needs of Cookie Cart. This position will work with the Bakery Operations/Educational Program Director to ensure that the youth we serve gain a fulfilling experience in a safe and inclusive bakery and classroom.

**There are two openings for this position.** One will oversee the youth experiential learning program at our Minneapolis bakery (1119 West Broadway Avenue) and one will oversee the youth experiential learning program at our Saint Paul bakery (946 Payne Avenue).

### **PRIMARY DUTIES/ RESPONSIBILITIES**

- Assist, mentor, and cooperate with youth to encourage professional development.
- Model a strong work ethic, positive attitude, and commitment to quality.
- Provide deliberate and practical feedback to participants to foster continuous development within an employment training setting.
- Set appropriate boundaries with participants, staying focused on the program's mission and goals.
- Respond to challenging situations with composure and good judgment—modeling professional employment behaviors.

### **REQUIRED QUALIFICATIONS, SKILLS, AND ABILITIES**

- Bachelor's degree in social work, Human Services, Psychology, or a related field, OR 1 - 2 years of relevant work experience, OR equivalent combination of education and experience.
- Previous experience, skills, or training in working with youth/young adults.
- Ability to motivate and aid in the professional development of participants through knowledge of recruitment and employment practices—such as current practices in writing a resume, job search, job application process, and interview skills.
- Ability to pass a criminal background check and motor vehicle record check.
- Valid Minnesota driver's license, clean driving record, and an insured vehicle for transportation to community partner sites and potential transportation of participants.
- Enthusiasm, flexibility, positive attitude, self-starter, and a commitment to youth development.
- Ability to work as part of a larger team to complete various tasks.
- Ability to effectively communicate with staff, youth, parents, and community members.
- Experience in delivery of training materials and group presentations.
- Comfortable speaking in front of groups, particularly in a training environment.
- Ability to comfortably work with diverse populations.

- Ability to take initiative.
- Ability to use conflict resolution skills effectively.
- Proficiency in Microsoft Office and web-based applications.
- Experience with Workforce One, Salesforce, or similar databases.

## **WORK SCHEDULE**

This role is part-time 20-30 hours per week and has a standard schedule of Monday-Friday. Cookie Cart's program hours are from 3:30PM-7:30PM, however, this role plays a key responsibility in the mission which requires flexibility and may change depending on the needs of the youth participants. As needed, this position may be required to work earlier than the start time on certain days and/or work later evenings (e.g. for org events) and weekends as needed.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds. Cookie Cart provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.