



Cow Creek Government Office

Position Description

Position Title: Center Program Assistant

Department: Education Department

Reports To: Youth Development Specialist

FLSA Designation: Non-Exempt

Date Written/Revised: 8/21//2015

Part Time Position

POSITION PURPOSE:

The Center Program Assistant will support members, guests, and staff with friendly and knowledgeable service in a professional manner. This individual will be in charge of the Healthy Foods program and will plan a monthly menu, shop, and prepare the daily afterschool meal. Additionally s/he will mentor, and support students, track students' entry/exit as well as their progress, along with assisting with general receptionist and office duties for the Education and Workforce Center.

ESSENTIAL FUNCTIONS:

- Perform receptionist and general office duties for Center
- Provide daily guidance, mentoring, and support to Center youth in afterschool programs
- Ensure an enjoyable experience for students, guests, and others while at the Center
- Support staff during meetings at the Center
- Effectively and professionally communicate guidelines to members and guests
- Provide information on services and programs offered at the Education and Workforce Center and Expanding Horizons Youth Center via email and phone
- Plan monthly Healthy Foods menu
- Prepare and serve daily afterschool meal
- Assist in Center shopping and Center supply ordering
- Create and maintain Center calendar, newsletter, and Facebook page
- Contact Tribal members from provided list to inform about upcoming activities
- Assist members with basic workforce and education needs
- Assist in workforce and education projects as needed
- Serve as a resource for education and workforce events, projects, training, distribution of flyers and newsletters, RSVP's, and requests for information
- Answer general questions about youth program via phone or email, distribute forms, track and enter data
- Attain and maintain accurate records in the KidsTrax database

QUALIFICATIONS:

- High School Diploma or GED required. AA in Education or related field a preferred
- 3+ years working in professional office or classroom environment
- 2+ years professional experience working with youth ages 9-20

- Demonstrated experience in:
 - Relationship skills: establishing and maintaining positive relationships with youth and adults, being friendly, outgoing, flexible and receptive
 - Communication skills: intermediate written, verbal, and interpersonal skills
 - Member/customer service: excellent member relations skills, effective at problem solving, trouble shooting, and diffusing difficult situations
 - Computer skills: excellent computer skills in Word, Excel, Outlook, and willingness to learn new software applications
- Working knowledge of office procedures, office equipment, and administrative functions
- Detailed oriented with the ability to multi-task
- Experience with teaching or tutoring Math and/or English
- Ability to obtain CPR and first aid training within first 90 days of employment
- Maintain a well-groomed, clean, and professional appearance at all times
- Current valid Driver's License

Cow Creek Government Office
Position: Member Services Representative

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Frequent**
2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Frequent**
3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Frequent**
4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Frequent**
5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Intermittent** _____
6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent**
7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? **Occasional**
8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Occasional**
9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Occasional**
10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**
11. **CRAWLING** – (Surface? Frequency? Distance?) **Occasional** _____

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Job is primarily performed indoors.

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input checked="" type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

SUPERVISOR **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.