



Cow Creek Government Office

Position Description

Position Title: Center Program Assistant

Department: Education Department

Reports To: Education Director

FLSA Designation: Non-Exempt

Date Written/Revised: 5/3/16

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 and assist with preparation. 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
- Assist with preparation of the Healthy Foods menu
- Assist in Center shopping and Center supply ordering
- Create and maintain Center calendar
- 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
- Food Handler's Card