



Cow Creek Government Office

Position Description

Position Title: EHYC Program Assistant, PT

Department: Education

Reports To: Expanding Horizons Youth Center Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 1/2/19

POSITION PURPOSE:

The Expanding Horizons Youth Center Program Assistant will provide programs and services on a daily basis to youth grades 4th – 12th enrolled in the Expanding Horizons Youth Center (EHYC). This individual will provide assistance in the delivery of programs to the youth of the EHYC with an emphasis on academic success for the EHYC participants. The EHYC Program Assistant will create and maintain a safe and supportive environment where each of the youth has the ability to thrive and grow towards their highest potential.

ESSENTIAL FUNCTIONS:

- Facilitate a range of culturally based best practices programs and activities for all members
- Ensure programs, services, and activities that prepare youth for success, promote safety of youth and quality of programs at all times
- Assist as needed with the preparations, serving, and clean-up of the meal service provided to EHYC youth
- Foster meaningful relationships with EHYC youth to provide a safe and supportive environment
- Provide encouragement and support to each individual youth to be on track for academic success by the ninth grade
- Provide positive guidance and role modeling to EHYC members
- Provide homework support and tutoring for members of EHYC
- Work with EHYC Manager to facilitate new and creative program activities that promote and stimulate program participation
- Ensure a healthy and safe environment while supervising EHYC members
- Develop and foster healthy relationships with all EHYC youth, their families and the general public and schools districts
- Flexible schedule required. Some evening and weekends possible for special events.
- Help provide community and school outreach on behalf of the EHYC
- Oversee 5 – 9 students in groups that may be involved with outdoor activities, crafts, homework, mentorship, or leadership skills, and tutoring
- Create a positive, nurturing environment
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED required. AA in Education or related field preferred
- 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
 - Thinking skills: effective at problem solving, trouble shooting, and diffusing difficult situations
 - Computer skills: accomplished skills in Word, Excel, Outlook, and willingness to learn new software applications
 - Self-Management Skills: be able to work independently and take lead if necessary, make sound decisions, demonstrate motivation with youth
- Experience with teaching or tutoring Math and/or English preferred
- Ability to obtain Food Handlers Card, CPR and first aid training within first 90 days of employment
- Be able to maintain a well-groomed, clean, and professional appearance at all times
- Hold a current valid Oregon Driver's License