



Cow Creek Government Office Tribal Youth Employment Opportunity Program

Position Description

Position Title: Tribal Community Center Program Assist.

Department: Education

Reports To: Center Program Specialist
Under Education Director

FLSA Designation:

Date Written/Revised: 3/2/2018

Pay Grade: 1 (Short Term)

POSITION PURPOSE:

To provide educational and supervisory assistance to the TCC staff and summer program working with youth.

ESSENTIAL FUNCTIONS:

- Transportation assistance w/youth field trips
- Preparation and clean-up of daily lunches
- Assist with summer programming as outlined by Education Director and Center Program Specialist
- Filling in for TCC staff when necessary
- Other duties as assigned

QUALIFICATIONS:

- **Computer Skills**
- **16 years of age or older**
- **Knowledge with Excel, Microsoft Word and Office**
- **Current Food Handlers Card (TWD can provide assistance with this if needed)**
- **Valid driver's license with clean driving record**
- **Should possess organizational skills, good attendance**
- **Past experience working with youth**