



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

FLSA Designation: Non-Exempt

POSITION PURPOSE:

To provide educational and supervisory assistance to the Expanding Horizon Youth Center (EHYC) staff working with youth. School year schedule is Monday-Thursday 1:30 pm-6pm. The summer schedule is Monday-Thursday 10 am- 4pm

ESSENTIAL FUNCTIONS:

- Assist youth with academic activities
- Preparation and clean-up of meal service
- Assist with programming as outlined by EHYC Program Director
- Mentor and support youth program participants
- Knowledge of STEAM curriculum, training opportunities available
- Other duties as assigned

QUALIFICATIONS:

- Emotional maturity
- Academic success
- Computer Skills/Tech Skills
- Current Food Handlers Card (Career Center can assist with this)
- Current CPR/First Aid recommended
- Should possess organizational skills, good attendance
- Past experience working with youth preferred