



Cow Creek Government Office

Position Description

Position Title: EHYC Education Coordinator

Department: Education Department

Reports To: Education Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

The Expanding Horizons Youth Center Education Coordinator will work with staff and students to provide a safe nurturing atmosphere for Tribal and affiliated students in the after school program. The EHYC Education Coordinator is responsible for overseeing academic tutoring for students 3rd thru 12th grades enrolled in the program, with the emphasis on individual student success. In addition to the academic aspect of the program the EHYC Education Coordinator will oversee the preparation and service of nutritious snacks and a meal for all enrolled students in the program. The EHYC Education Coordinator will work with Tribal Departments and other community partners to offer STEAM curriculum and Cultural Arts to the students of the EHYC. Budget management, data tracking, and grant reporting will also be part of the EHYC Education Coordinator duties.

ESSENTIAL FUNCTIONS:

- Build relationships by engagement and mentorship with youth, while providing age appropriate safety and support.
- Provide STEAM and Cultural Arts activities in collaboration with Tribal programs and community partners.
- Attain and maintain accurate student records including any health/dietary restrictions, academic or behavior modifications necessary for student success.
- Monitor the preparation of the snack and meal service to ensure nutrition, safety and budget constraints
- Effectively and professionally communicate to participants and their parents/guardians the program expectations and requirements.
- Manage the day to day functions of the EHYC facility including opening, closing, student transportation, and emergency procedures.
- Use appropriate problem solving rooted in trauma informed practices when dealing with program youth.
- Perform general office duties as needed for the EHYC Participate in special projects.
- Recruit/develop/partner with Tribal Departments and other Community partners for the EHYC Summer Programming day camps.
- Flexible schedule may be required to cover extra Tribal events

QUALIFICATIONS:

- BS/BA in Education or related field (Experience in Youth programs may be substituted)
- Demonstrated experience in:

- Relationship/Communication skills
- Establishing and maintaining positive relationships with Tribal youth, parents/guardians and community partners. Flexibility and team work emphasized.
- Communication skills: written, verbal, and interpersonal skills
- 5+ years professional experience working with youth ages 13-20
- Strong desire to mentor and work with youth
- Ability to obtain CPR and first aid training within first 90 days of employment
- Valid Driver's License