



## Cow Creek Government Office

### **EHYC Program Assistant/PT**

Job Code: 1361  
Department: Education  
Location: Myrtle creek, OR  
Minimum Hourly: \$15.12

#### POSITION PURPOSE:

The Expanding Horizons Youth Center Program Assistant will provide services to youth ages 8 – 18 years of age. 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.

#### 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.
- 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 homework support and tutoring.
- Work with EHYC Manager to facilitate new and creative program activities that promote and stimulate program participation.
- Develop and foster healthy relationships with all EHYC youth, their families, and school districts.
- Flexible schedule required. Some evening and weekends possible for special events.
- 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:

- Associates Degree; 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 the lead if necessary, make sound decisions, demonstrate motivation with youth.
- Experience with teaching or tutoring Math and/or English preferred.
- Demonstrate Math knowledge by participating in testing (prescreen and at interview).
- 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.
- Current valid Oregon Driver's License.