



### **Position Description**

<b>Job Title:</b>	After School Program Assistant – Youth Jobs Corps
<b>Reports To:</b>	Community Services Director
<b>Supervises:</b>	None
<b>Classification:</b>	Hourly
<b>Anticipated Starting Salary:</b>	\$16.00 Part-time, 20 hours per week – This position is grant funded for 10 months. Hours will be Monday – Wednesday 2:00 – 7:00 pm And Thursdays 12:00 – 5:00 pm during school year

### **Position Summary**

Working collaboratively with the Four Winds of Indian Education After School Program staff, the After School Program Assistant (ASPA) is responsible for the transportation of identified youth from their designated school campuses to the Four Winds campus and then to their individual residences. The ASPA will assist After School Program staff during the academic support and enrichment and cultural activities blocks. The ASPA reports directly to the Community Services Director (CSD).

### **Youth Program Coordinator responsibilities may include, but are not limited to:**

- Transport youth from school to After School Program (ASP), and other assigned activities, and drive youth home following program or activities
- Work collaboratively with the ASP staff
- Assist in the activities and academic support to engage with youth during the ASP
- Support the implementation of age-appropriate, culturally responsive and sustainable activities in the ASP
- Assist in securing the support of program activities by key stakeholders (i.e., parents, community members, other youth groups etc.)
- Work across programs, integrate youth programming to include areas for educational, cultural, and social activities

### **Minimum Qualifications**

These entry qualifications would normally be obtained through a high school diploma program (or its equivalent):

- Must be timely and reliable

- Strong customer service skills
- Ability to work both independently and as a part of a team
- Experience with or desire to work with youth or tribal programs
- Excellent verbal and written communication skills
- Basic proficiency with Microsoft Windows and Office (Word, Excel, Outlook)
- Ability to understand follow existing policies and procedures

### **Preferred Qualifications**

- Knowledge of traditional, cultural and spiritual practices of the diverse American Indian/Alaskan Native community, as well as ability to work with other racially, culturally, ethnically, and financially diverse populations
- Experience with Google Docs, Sheets, Forms, or Drive
- Experience working with Native American communities

### **#CaliforniansForAll Youth Jobs Corps Priorities**

Priority will be given to youth applicants ages 16-30\* who:

- Are in or transitioning from foster care.
- Are or were justice-involved.
- Are engaged with the mental health or substance abuse system.
- Are low-income.
- May have difficulty finding employment.
- Are unemployed and/or out of school.
- Have not participated in an AmeriCorps program.

\*This position requires applicant to be over 18 years old.

### **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 40 lbs.
- Must be able to work evenings and weekends as needed
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
  - successful completion of background check with adjudication;
  - successful reference check.

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*