



Cheyenne River Youth Project®

The Main Youth Center • Čokata Wičoni Teen Center

Position Title:

Youth Programs Assistant - Teen Center

Department:

Youth Programming Department

Terms of Employment:

Part-time/Non-benefited/seasonal/15-30 hours per week

Supervisor:

Youth Programs Director

Responsibilities/Duties

- Assist with volunteer scheduling and supervision
- Help coordinate Midnight Basketball program
- Plan and implement teen programs
- Daily meal plan and cooking for teen center
- Daily interaction with teens
- Network with other community organizations
- Assist with PR for youth and teen events
- Assist in large youth center activities such as Passion for Fashion, Christmas Toy Drive, and RedCan
- Other duties as specified by supervisor

Specific Qualifications

- At least 21 years of age
- Willingness to have a changing and flexible schedule
- Strong verbal and written communication skills
- High School Diploma or GED.
- Previous experience with youth and preferred

General Qualifications

- Strong critical thinking, verbal, writing and organizational skills
- Knowledge of modern business communications
- Basic familiarity with modern business equipment
- Able and willing to serve as a positive role-model to area youth
- Willingness to learn and receive training
- Prior experience serving in a youth organization preferred
- Have or able to obtain a South Dakota driver's license
- Current criminal history background check
- Assist with community surveys and assessments
- First Aid Safety Training preferred
- Must have home / cell phone
- Must be willing to meet all Standard Expectations of CRYP

Standard CRYP Expectations

- Interdepartmental relationships and cooperation
- Arrange and participate in meetings, conferences and larger public events
- Demonstrate energy and commitment to the organization
- Flexibility and willingness to travel

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