



# Cheyenne River Youth Project®

The Main Youth Center • Čokata Wičoni Teen Center

**Position Title:** Youth Programs Assistant - Main youth 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
- Plan and implement youth programs
- Daily meal plan and cooking for youth center
- Daily interaction with youth
- Network with other community organizations
- Assist with PR for youth 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 16 years of age
- Willingness to have a changing and flexible schedule
- Strong verbal and written communication skills
- Previous experience with youth preferred

## General Qualifications

- Strong critical thinking, verbal, writing and organizational skills
- 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
- 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

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