

## CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



### 2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Early Educator Aide
<b>SALARY:</b>	\$12.55- \$15.00 per hour/ DOE
<b>DEPARTMENT:</b>	Education
<b>PROGRAM:</b>	AtawMiyanasma Learning Center
<b>LOCATION:</b>	Nixyáawii Governance Center Mission, OR
<b>EMPLOYMENT STATUS:</b>	Summer 2025, Seasonal/Special Projects
<b>SUPERVISED BY:</b>	Early Childhood Coordinator
<b>LENGTH OF EMPLOYMENT:</b>	July 1- August 15, 2025
<b>WORK SCHEDULE:</b>	Monday – Friday   7:30 AM- 4:00 PM

#### GENERAL STATEMENT OF DUTIES

As an Early Educator Aide you'll help teachers create a safe and engaging classroom for youth by preparing supplies and materials for daily classroom activities. Duties include helping keep shared spaces clean and safe, leading and monitoring outside play, and participating in classroom activities. You'll be expected to follow a daily schedule, report to work on time, and respond to youth behavior in a calm and supportive way.

#### WHAT TO EXPECT

As an AtawMiyanasma Team member, you'll interact with small children in a fun, energetic environment and develop patience, leadership, and problem-solving skills while working to keep children safe and engaged in learning or recreational activities. Expect to work in a space full of movement, sound, and creativity. You'll be active throughout the day, and outdoor play is part of the job, so be prepared for warm weather, dirt, and water activities throughout the summer. This role is perfect for someone who enjoys working with kids, arts and crafts, and doesn't mind being physically active.

Early Childhood Aide  
2025 Summer Youth Employment Program

### **DUTIES & RESPONSIBILITIES**

- 1) Attend to and interact with small children ages 6 weeks to 5 years old.
- 2) Assist with personal hygiene of children, such as toileting and tooth brushing.
- 3) Be responsive to and meet the physical and social-emotional needs of the children.
- 4) Assist classroom teachers with planning and carrying out daily classroom/recreational activities.
- 5) Support children in building independence and everyday life skills.
- 6) Organize classroom supplies and recreational equipment, such as stocking items in appropriate places.
- 7) Responsible for helping maintain a clean, safe, and welcoming environment for children and staff.
- 8) Report to work on time/prepared each day, and follow a daily schedule.

### **BASIC SKILLS & INTERESTS**

- 1) Is interested in early childhood development and teaching, has experience in a daycare or preschool setting, and/or is familiar with basic babysitting skills.
- 2) Enjoys working with kids and is comfortable attending to and interacting with small children ages 6 weeks to 5 years old.
- 3) Able to organize classroom supplies and recreational equipment, or the ability to learn
- 4) Is responsible and has self-management skills.
- 5) Is motivated to complete all tasks thoroughly and with attention to detail.
- 6) Ability to maintain a positive attitude in stressful situations.
- 7) Can be patient and understanding with small children.
- 8) Has Interpersonal skills and is comfortable speaking to various people one-on-one or in groups.

### **PHYSICAL DEMANDS**

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 40 lbs.
- 3) Ability to work outside in different types of weather conditions.
- 4) Ability to get down into and up from a seated floor position.

### **EMPLOYER REQUIREMENTS & PREFERENCES**

- 1) Dress appropriately for different work experiences and daily recreational activities.
- 2) Respond to youth behavior in a calm and supportive way.
- 3) Willing to play outside and do classroom activities with children. Outdoor play includes getting dirty, getting wet, and being outside in the heat.
- 4) Demonstrate strong emotional regulation skills, follow safety protocols, and consistently meet safety expectations.
- 5) Must be able to identify unsafe or inappropriate behavior and intervene by guiding children involved into new activities that are safe and appropriate.
- 6) Must be able to learn and adhere to strict safety and confidentiality rules, including staying off your phone around youth and refraining from discussing youth outside of work.
- 7) Actively participate in planning and carrying out daily program activities.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.