

**ADVERTISEMENT DISCLAIMER:** This position description has been simplified to support youth applicants and may not fully reflect the responsibilities, expectations, or qualifications required of a regular full-time or part-time employee. The position may involve broader responsibilities, advanced skills, and different day-to-day duties in a formal employment setting.

## CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



### 2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Youth Mentor Aide
<b>SALARY:</b>	\$12.55- \$15.00 per hour/ DOE
<b>DEPARTMENT:</b>	Behavioral Health
<b>PROGRAM:</b>	Family Strength
<b>LOCATION:</b>	Yellowhawk Tribal Health Clinic Mission, OR
<b>EMPLOYMENT STATUS:</b>	Summer 2025, Seasonal/Special Projects
<b>SUPERVISED BY:</b>	Mental Health Manager
<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

The Youth Mentor Aide will support staff in the Family Strength Program at Yellowhawk Tribal Health Clinic. Duties include helping prepare supplies and materials for different events and activities, attending and monitoring youth participants, and engaging youth in healthy, positive interactions. Aides will also promote safe behavior and teamwork and engage in recreational youth activities.

#### WHAT TO EXPECT

In this role, you will help plan and lead fun activities for young people, such as group games, cultural events, and field trips. You'll work alongside experienced mentors who will guide you in handling group dynamics and supporting the needs of youth participants. This position will help you build communication and leadership skills. It is a great fit for someone who is interested in careers related to education, youth development, or social work.

Youth Mentor Aide  
2025 Summer Youth Employment Program

## **DUTIES & RESPONSIBILITIES**

- 1) Dress appropriately for different work experiences and activities, such as office work, fieldwork, and/or community events.
- 2) Report to work on time/prepared each day and follow a daily schedule.
- 3) Monitor and interact with young children and youth in their pre-teens.
- 4) Learn and implement social/emotional learning activities.
- 5) Act as a positive role model for youth, encourage positive behavior, and promote healthy living.
- 6) Help plan and prepare prevention activities for youth. This includes gathering supplies and materials, meal preparation, and set-up/clean-up.
- 7) Identify unsafe or inappropriate behavior and intervene by guiding the youth involved into new activities that are safe and appropriate.
- 8) Organize supplies, materials, and recreational equipment, such as stocking items in appropriate places.

## **BASIC SKILLS & INTERESTS**

- 1) Is interested in social services, youth development, childcare services, or teaching/mentorship.
- 2) Enjoys working with youth and is comfortable attending to and interacting with young children and youth in their pre-teen years.
- 3) Ability to swim and practice water/pool safety.
- 4) Can be responsive to and meet the social-emotional needs of the youth involved in the Family Strength program.
- 5) Ability to maintain a positive attitude in stressful situations.
- 6) Can be patient and understanding with young children and youth in their pre-teen years.
- 7) Able to organize supplies, materials, and recreational equipment, or the ability to learn.
- 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 25 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.
- 5) Ability to swim and practice water/pool safety.

## **EMPLOYER REQUIREMENTS & PREFERENCES**

- 1) Must be at least 15 years old.
- 2) Must be able to do classroom activities with children, engage in outdoor play, get dirty and wet, and be outdoors in the heat.
- 3) Has basic organizational and self-management skills or the ability to learn.
- 4) Active participation in planning and carrying out daily activities like community outreach, youth activities, and field trips.
- 5) 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.
- 6) Demonstrate strong emotional regulation skills, follow safety protocols, and consistently meet safety expectations.
- 7) Willing to learn and apply new skills.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.