

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

POSITION TITLE:	After School Education Classroom Aide
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Education
PROGRAM:	After School Education Program
LOCATION:	Nixyáawii Governance Center Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	After School Lead Teacher
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00 PM

GENERAL STATEMENT OF DUTIES

As a Classroom Aide, you'll help teachers create a safe and engaging classroom for youth by preparing supplies and materials for daily classroom activities and weekly recreational field trips. Duties include helping keep shared spaces clean and safe, leading and monitoring group games, participating in cultural activities like root digging and berry picking, and supporting youth in building independence and everyday life skills. 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 After School Education Team member, you'll interact with youth in a fun, energetic environment and develop patience, leadership, and communication skills while working to keep youth safe and engaged in learning or recreational activities. Expect to work in a fast-paced 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 and being physically active.

2025 ADEVENTURE CAMP

Summer Youth Workers assigned to the ASEPs will have the opportunity to assist with the ASEP's 2025 Adventure Camp series, which will include staying three days and four nights in Joseph, OR. Youth will be paid for regular daytime work hours, while additional hours during the trip will count as volunteer hours. Youth and their parent/guardian (if under 18) must sign a contract, acknowledging pay expectations, and consent to volunteering no less than 30 hours during the evenings at Adventure Camp. Permission and Acknowledgment Contract will be provided upon request.

After School Education Classroom Aide
2025 Summer Youth Employment Program

DUTIES & RESPONSIBILITIES

- 1) Monitor and interact with young children and youth in their pre-teens.
- 2) Assist classroom teachers with planning and carrying out daily classroom/recreational activities.
- 3) Supervise and lead day-to-day activities, such as group games, cultural lessons, and going on field trips.
- 4) Support youth in building independence and everyday life skills.
- 5) Identify unsafe or inappropriate behavior and intervene by guiding children involved into new activities that are safe and appropriate.
- 6) Responsible for helping maintain a clean, safe, and welcoming environment for youth, families, and visitors at the ASEP building.
- 7) Organize classroom supplies and recreational equipment, such as stocking items in appropriate places.
- 8) Report to work on time/prepared each day, and follow a daily schedule.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Must be at least 15 years old.
- 2) Willing to play outside and do classroom activities with children. Outdoor play includes getting dirty, getting wet, and being outside in the heat.
- 3) Demonstrate strong emotional regulation skills, follow safety protocols, and consistently meet safety expectations.
- 4) Must actively participate in planning and carrying out daily ASEP activities.
- 5) Must be able to identify unsafe or inappropriate behavior and intervene by guiding youth involved into new activities that are safe and appropriate.
- 6) Must be willing to work a flexible schedule, including evenings.
- 7) Dress appropriately for different work experiences and daily recreational activities.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.

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) Able to organize classroom supplies and recreational equipment, or the ability to learn.
- 4) Is responsible and has self-management skills.
- 5) Can be patient and understanding with young children and youth in their pre-teen years.
- 6) Can be responsive to and meet the social-emotional needs of the youth involved in the ASEP.
- 7) 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.
- 6) May be asked to travel out of town for cultural excursions.
- 7) Will have the opportunity to assist with the ASEP's 2025 Adventure Camp, which will include staying 3 days/4 nights in Joseph, OR.