

Tongue River Valley Community Center

Programming Assistant

POSITION SUMMARY:

This position supports the work of the Tongue River Valley Community Center (TRVCC), a nonprofit dedicated to enriching lives, empowering people, and building community. Under the direction of the Director of Programs, the Programming Assistant plays a key role in organizing, delivering, and supporting TRVCC programs for members, participants, and the community. This position helps coordinate, lead, and oversee a variety of youth programs—including after-school program, Friday enrichment camps, and summer camps. The Programming Assistant will help meet the youth programming needs of the Tongue River Valley.

ESSENTIAL FUNCTIONS:

- Lead Youth Programs and Summer Camps:
 - Plan, organize, schedule, teach, and lead after school (TRACK) program, Friday enrichment camps, summer youth camps.
 - Create and cultivate programs with distinction using an innovative and creative imagination.
 - Identify interests and needs of youth in the TR Valley.
 - Create innovative curriculum that provides education, social, recreational, and cultural opportunities for youth.
 - Promote physical, mental, emotional wellbeing of participants through involvement in programs.
 - Understand and use RecDesk to register and invoice participants, and take attendance.
 - Coordinate use of facilities for program activities and events.
 - Train and mentor part-time program staff and volunteers.
 - Drive the TRVCC bus to transport participants to and from program activities.
 - Assist in the communication and distribution of program information.
 - Analyze and evaluate the effectiveness of program delivery and results.
 - Develop and maintain collaborative relations with community organizations.
 - Maintain ongoing inventory of program equipment and arts and crafts supplies. Identifies and purchases supplies to meet program needs within the budget.
 - Address concerns and seek resolutions.

Other Functions

- Understand and support the daily operations of the Centers, including program signups, handling payments and receipts, providing excellent customer service, ensuring users sign in, answering phones, and sharing accurate TRVCC information.
- Provide front desk coverage as needed, including welcoming guests, answering phones, and assisting with general inquiries and program registration.
- Open and close facility if needed.
- Proactive in keeping up with current happenings in the facilities.
- Advocate and promote the TRVCC mission and core values.
- Provide laundry service.
- Monitor all users in and around work areas to prevent injuries and ensure a safe environment, while also performing light cleaning to maintain a sanitary and welcoming facility.
- Provide assistance in setting up and taking down for events.
- Provide program assistance to all programs when needed.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Tongue River Valley Community Center

Programming Assistant

- This position may have early morning, evening and weekend hours that will be mandatory to work to carry out programming.
- Provide CPR/First Aid if needed.

Knowledge Skills and Abilities

- ❑ **Education:**
 - High School diploma and experience in related field.
 - College degree preferred.
- ❑ **Language Skills:** Ability to effectively present information and respond to questions from co-workers, members and the general public.
- ❑ **Experience working with youth:** Demonstrated ability to engage positively with youth of all ages, creating a safe, respectful, and encouraging environment. Skilled in setting clear expectations, providing consistent discipline, and building strong, trusting relationships that support positive behavior and personal growth.
- ❑ **Technical Skills:** Ability to apply basic computer and mathematical skills to program development, management and appraisal. Ability to create, design, and lead a variety of youth programming. Strong leadership skills including planning, organizing, problem-solving, and staff training skills. Knowledge of youth development and must love, respect, and enjoy children and youth.
- ❑ **Reasoning Ability:** Ability to solve practical problems and work through situations of varying gravity.

Competencies

Abilities-Based

Adapting to changing work priorities; communicating and providing customer service when needed to all TRVCC users; meeting deadlines and schedules; working as part of a team; and work with constant interruptions.

Requirements

Certificates & Licenses

CPR/First Aid Certificate, valid driver's license and evidence of insurability

Clearances

Criminal justice fingerprint/background clearance

Continuing education/training

Blood-Borne Pathogens Annual Training; Sexual Harassment Annual Training, Bully Recognition/Prevention Training; Confidentiality

Class: Non-Exempt