TUNDRA WOMEN’S COALITION

Job Description

FULL TIME, SEASONAL CHILDREN’S PROGRAM ASSISTANT

Requirements: Yup’ik Speaker Preferred

1 Year experience working with youth preferred

Knowledge of violence prevention preferred

Knowledge of domestic violence and sexual assault preferred

Knowledge of substance abuse preferred

GED or High School Diploma required

Alaska Driver’s License preferred

Hours: 37.5 hours per week; 9 a.m. – 5 p.m. Mondays-Fridays, with some evening activities and weekends requires. THIS POSITION IS ONLY GUARANTEED APRIL, 2015-JUNE, 30-2015.

Responsibilities:

1. Provide child care for TWC residents.
2. Assist with after-school programs two days per week.
3. Plan children-related activities.
4. Assist with the Teens Acting Against Violence program and summer activities
5. Other duties as assigned.

TWC is an EOE