



Chin Up Program Assistant

Job Description

Chin Up is a site-based mentorship program designed to foster life-changing relationships through life skills classes and intentional interactions. The mentees and mentors meet once a month, share a meal and engage in educational, as well as empowering, activities taught by community professionals. Through the on-site connections, the participants often communicate outside of the monthly meeting, having built relationships on trust and support. Mentors are caring community members who are willing to train and devote their time and guidance to a teen in need.

The Program Assistant will report to the Program Coordinator. The position is paid hourly, for 8-10 hours a month, with potential for more hours in the future. The position is required to work the two program days: the first Thursday of the month from 5-9pm and the second Tuesday of the month from 5-9pm. Classes consist of about 25 people total.

Job duties include, but are not limited to:

- help set up room (arrange tables/set out materials)
- assist with activities (handing out materials)/assisting when the groups are split in two
- clean up from meeting and pack up/distribute leftover food
- administrative support as needed
- Communication support as needed

Ideal candidate will have a passion for our mission of promoting the health and happiness of children impacted by abuse and neglect. Candidate will be dependable, supportive, friendly, organized, a good problem solver, and a team player.

Interested candidates should email their resume and a brief cover letter to June Long, Chin Up Program Coordinator, at june@cherokeechildrenshaven.org No phone calls please.