

DEADLINE: Open Until Filled
TITLE: Preteen/Junior High/Outreach Manager
DEPARTMENT: Community Center Ministry
REPORTS TO: Director of Community Center

SUMMARY OF POSITION

Incumbent is responsible for ongoing development and implementation of the preteen/junior high program and organizing/assigning volunteers within these programs. Operates as a support to the Director of Community Center in the administration and promotion of the Community Center that is designed to minister to both the physical and spiritual needs of inner city youth, families and the community of Harrisburg-

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Sets class objectives and generates appropriate programs. Works with volunteer coordinator, colleges, and local schools to secure volunteers to assist clients in class and homework time. Attends volunteer outreach opportunities and handles the collection of clearances working in coordination with the volunteer coordinator.
2. Develops and teaches age appropriate spiritual development curriculum (or oversees others who are properly trained) to foster Christian growth of clients, discussion of life issues and guided mentorship from a Christian perspective. Teaches using a hands-on interactive approach, and counsels as necessary. Produces a year-end report of activities.
3. Plans and supervises appropriate sports and recreational activities. Maintains safety and order of youth by enforcing rules and discipline policies.
4. Pursues active communication with youth, parents, schools, and community. Builds relationships with students, teachers, administrative staff and attends school events, e.g., dropout prevention meetings. Procures speaking opportunities at schools, starts satellite programs at the schools, and cultivates a "welcome here" status with the schools, parents, and community.
5. Maintains appropriate program computer records and prepares reports, flyers and other media to publicize programs as necessary and as requested by the Director of Community Center. Creates programs that assist in the overall organization of the Community Center. Manages the production of the monthly program calendar and maintenance of attendance. Maintains OLM numbers and updates data.
6. Supervises the preteen/junior high coordinator's daily work with clients and relays key information to them.
7. Assists in the organization and development of community partner activities, that includes activities such as Holiday Food Distribution, Coat Distribution and all other partner organization activities that cultivates and strengthens community relationships.

8. Assumes other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, the Bethesda Mission Document on Sexual Sin and Brokenness, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Presents a history of stable and responsible employment.
5. Possesses an Associate degree or equivalent or a minimum of three years' experience effectively interacting and developing inner city youth programs.
6. Has proven ability to communicate and interact effectively with inner city youth. Demonstrates patience and love for youth and has substantial experience or proven ability in supervising youth.
7. Effective in oral and written business communication. Possesses the ability to work effectively with co-workers, volunteers, board members and potential benefactors of the Mission's Youth Program.
8. Competent in use of personal computer for record keeping, reports and correspondence.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands for moderate periods of time, bends, lifts, walks a moderate amount, and climbs stairs throughout the building extensively during working hours. Interacts with guests, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset guests or visitors, etc. under all conditions/circumstances. May be exposed to infectious conditions including exposure to the AIDS and hepatitis B viruses. May be required to work extended periods of time at a computer.