

**DEADLINE:** Open Until Filled  
**TITLE:** Community Center Summer Intern (Temporary)  
**DEPARTMENT:** Community Center  
**REPORTS TO:** Director of Community Center

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### **SUMMARY OF POSITION**

Incumbent is responsible for ongoing implementation of various Mission programs for serving, evangelizing and discipling the inner city youth of Harrisburg. Position is temporary and requires 40 hours per week during the Community Center summer program.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Implements Community Center programs targeted at specific age levels as requested by the Director.
2. Plans and supervises tutoring, spiritual development, sports and recreational activities.
3. Assists in promotion and publicizing Community Center programs as requested by the Director.
4. Responsible for building security.
5. Maintains appropriate program computer records and prepares reports as requested by the Director of Community Center.
6. Helps maintain building cleanliness.
7. 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, homeless and community.
4. Presents a history of stable and responsible employment.
5. Possesses at least a High School or GED education.
6. Has a proven ability to communicate and interact effectively with inter-city youth.
7. Has substantial experience in supervising youth in recreational activities.
8. Communicates effectively both orally and written business communication.
9. Uses a personal computer for routine record keeping, reports and correspondence.
10. Possesses the ability to work effectively with co-workers, volunteers, Board members and potential benefactors of the Mission's Community Center Program.
11. Obtains all required State and Federal Background Clearances.
12. Demonstrates at all times emotional maturity and stability.

### **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 or other facilities/locations as required. May require standing for moderate periods of time, walking a moderate amount and climbing stairs throughout the Youth Center. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with youth, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset youth 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.