



JOB POSTING

DEADLINE: Friday, November 19, 2021
TITLE: Reach (9th - 12th grade) Program Coordinator
DEPARTMENT: Community Center Ministry
REPORTS TO: Youth Ministry Manager

SUMMARY OF POSITION

Incumbent is responsible for ongoing development and implementation of programs designed to inspire and minister to both the physical and spiritual needs of inner city youth of Harrisburg.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Implements class objectives and Workforce programs. Oversees interns in workforce development programs that promote job skills and opportunities for senior high students. Strives to foster relationships that lead to discipleship.
2. Teaches age appropriate spiritual development curriculum 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. Assists in organizing and running gender-specific retreats for a full weekend on a bimonthly basis. Maintains safety and order of youth by enforcing rules and discipline policy.
4. Pursues active communication with youth, parents, schools, and community. Builds relationships with students, teachers, administrative staff and attends school events.
5. Maintains appropriate program computer records and prepares reports, flyers and other media to publicize programs as necessary and as requested by the Youth Ministry Manager. Assists Youth Ministry Manager in monthly calendar and maintains attendance.
6. Maintains safety and security of building, property, and van(s). Provides first aid, serves snacks, decorates and sets up rooms as necessary.
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 and homeless.
4. Presents a history of stable and responsible employment.
5. Possesses an Associate degree or an equivalent level of formal education.
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 Community Center Program.
8. Competent in the 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 or other facilities/locations as required. Sits, stands, bends, lifts, and moves intermittently 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.