

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)  
YOUTH LEADER Middle School / High School**

The CSA has 2 Youth Programs - one for middle school age youth and one for high school age youth. We are looking for Youth leaders for each program.

**Reports To:** Youth Manager

**Supervisory Function:** None

**Purpose:** Actively lead quality programs and mentoring for youth in grades 6-12. Organize regular social, educational, and sports-oriented activities to maintain a vibrant program.

**Job Type: Seasonal / Part Time.** Approximately 10 hours per week during the 9-week season

**Hourly Pay:** \$14 - \$18

**Skill and Knowledge Requirements:**

- Possess skills necessary to work with Grades 6 through 12. Previous experience working with young people, particularly in Youth Programs is preferred. Experience as a community service leader or as a youth counselor is a plus
- High school diploma or equivalent
- Strong organization, planning, communication, and relationship building skills
- Possess problems solving and critical thinking skills
- Willingness to modify activities as needed for participants
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

**Essential Functions:**

- Carry out all activities and events for the 9-week CSA season Youth Program; must be able to commit to 6-8 hours weekly, primarily in the evening
- Assist the Youth Manager in developing and planning the youth activities
- Create a welcoming, fun, and enthusiastic environment for youth to connect with one another
- Serve as a role model for the youth
- Provide communication and publicity for youth events through the website, social media, email, to inform the youth and their families and encourage community support of the youth program
- Communicate in timely and effective ways with parents, youth, and CSA staff
- Arrange for a substitute should the need arise and notify the Youth Manager accordingly
- Keep attendance of the participants in Youth Activities
- Attend Youth Committee meetings as needed
- Submit on time daily/weekly hours for payroll using the online payroll system

**Physical Requirements:** 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. While

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performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift packages and supplies, up to 10 pounds.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.