

**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

**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 web, 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

**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

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.