

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
YOUTH MANAGER
October 2022**

Reports To: Managing Director

Purpose: Create and lead quality programs for the CSA Youth (middle and high school) and Recreation (children ages 4-12) Programs. Organize regular social, educational, and sports-oriented activities to maintain vibrant programs. Provide experiences for our youth that will cultivate integrity, foster responsibility, promote inclusivity, and build confidence in their identity within the CSA and greater community.

Supervisory Function: Youth Leaders (2-4) and Recreation Assistants (2)

Job Type: Seasonal / Part Time 20-25 hours a week during 9-week CSA summer season (mid-June – mid August); approximately 20 hours planning activities, recruiting and hiring staff during the offseason.

Skill and Knowledge Requirements:

- 5+ years related work experience required. Bachelor's Degree strongly preferred
- Experience as a community service or recreation leader, teacher, youth counselor preferred
- Proven experience in building and leading teams, and evaluating and overseeing diverse programs and staffing requirements
- Excellent interpersonal, oral and written communication skills
- Administrative ability to coordinate youth field trips and associated activities required
- Must be 21 years of age or older
- Previous experience with/knowledge of the CSA preferred
- 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:

- Plan, organize and supervise all activities / events for the Youth Programs. Three activities per week (Monday – Friday) for each age group. 6-8 hours weekly, primarily in the evening
- Coordinate at least one youth service project per summer
- Oversee ballfield sports activities for children – soccer, tee ball, softball, kickball
- Communicate in timely and effective ways with parents, youth and CSA staff
- Provide communication and publicity for youth & recreation activities through the web, social media, email, to inform the youth and their families and encourage community support of the youth program.
- Work with the Youth Committee and the Managing Director in formulating or modifying the Youth & Recreation Programs. Attend Youth Committee meetings for this purpose. Assist with finding volunteers and chaperones as needed
- Manage, train and schedule staff. Participate in the hiring and evaluations of the Youth Leaders & Recreation Assistants

- Manage budget, provide records of youth & recreation activity expenses and submit receipts to the CSA office. Maintain attendance records & legal waivers if required

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 and hear.

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.