

Water Street Mission Job Description High School/Young Adult Program Manager

Summary: Responsible for the management of the Teen Haven/Young Adult Ministries Program which works with students beginning in high school and continues with them into their post-secondary education and development

FLSA: Exempt; Full-time

The HS/YA Program Manager must be:

- Willing to sign the Water Street Mission Statement of Faith
- A current member or regular attendee of a local church
- Able to fully support the Water Street Mission core values and ministry philosophy

Essential Duties:

- Develop intentional relationships with high school students and young adults from the City of Lancaster with a focus on evangelism, whole-life discipleship, discovery of calling and leadership development
- Participate in the planning, development and execution of Teen Haven and Young Adult ministries as a whole, including managing specific programs, events and daily operations
- With Young Adult Ministries, participate in its creation and establishment
- Teach, pray with people, give talks, lead Bible Studies, lead discussions, lead activities
- Share the Gospel of Jesus Christ in both words and by example
- Establish relationships and presence at local colleges and vocational schools where Teen Haven alumni or Young Adult Ministries participants are present
- Interact with the families of youth and young adults as needed
- Recruit, train and supervise volunteers, as requested by supervisors
- Assist in representing WSM among donors and community partners
- Create a safe, fun and loving environment
- Work in full coordination with other WSM staff at all times to identify, report and respond appropriately to any potential threats to the safety and wellbeing of guests, particularly youth
- Other duties as assigned

Education/Experience: Bachelor's degree or equivalent training and experience. A minimum of two years' experience in human services or ministry, preferably a ministry working with diverse youth and young adults in a city environment. Additional experience in higher learning environment preferred. Valid driver's license. Ability to operate a 15-passenger van. Competence in Microsoft Office preferred.

Supervised by: Teen Haven Director and Young Adult Ministries Director

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel - *continuously*
- Lift and/or move up to 50 pounds - *occasionally*
- Weekend and evening availability - *frequently*

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Christian Life:

Water Street Mission is a privately funded 501(c) 3 Non-Profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.