

## **Water Street Mission Job Description Associate Program Manager**

**Summary:** Responsible to manage, lead or assist Teen Haven programs, events and operations, as assigned by the Teen Haven Director

**FLSA:** Non-Exempt; Part-Time

**The Associate 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:**

- Participate in the development, management and execution of Teen Haven as a whole, including programs, events and daily operations
- As delegated by the Teen Haven Director, work alongside the Director and Program Managers on specific programs, duties and tasks
- Teach, pray with students, give talks, lead Bible Studies, lead discussions, lead activities
- Share the Gospel of Jesus Christ in both words and by example
- Interact with parents to further the wellbeing of Teen Haven youth and their families
- Supervise volunteers, as requested by the Teen Haven director
- Assist in representing Teen Haven among donors and community partners
- Create a safe, fun and loving environment
- Work in full coordination with Teen Haven/WSM staff team at all times to identify, report and respond appropriately to any potential threats to the safety and wellbeing of youth
- Other duties as assigned

**Education/Experience:** High School Diploma/GED. A minimum of one year experience in human services or ministry field. Preferably in urban youth ministry. A valid driver's license and ability to operate a 15-passenger van. Competence in Microsoft Office.

**Supervised by:** Teen Haven 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 of fine motor skills – *continuously*
- Bend, squat, kneel, and reach- *Occasionally*
- Lift and/or move up to 50 pounds - *occasionally*
- Weekend and evening availability -*frequently*

***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.