

# Teen Central

## *Job Description- Program Director*

### **Organization Description:**

Teen Central (Oasis Youth Services) provides spiritual development and quality life experiences to the youth of Manheim, PA. The mission of Teen Central is to proclaim a life of purpose and hope to each generation of youth, through Jesus Christ, by providing positive activities, mentoring relationships, and promoting social, intellectual, emotional, and spiritual growth. To accomplish our mission, we: 1. Provide a safe and attractive youth facility where volunteers and staff can encounter our community's youth and carry out the mission, 2. Engage Christian volunteers as staff, mentors, and positive role models, 3. Provide social events that foster positive relationships and healthy behavior, and 4. Provide life skills training and spiritual input sessions. This is all accomplished through the partnerships of local churches, businesses, and individuals.

### **Program Description:**

Teen Central offers a program where students can find a safe and welcoming place to hang out with peers and to connect and share their lives with other teens, adults, and our listening and caring God. Our regular programming consists of a variety of activities including sports, gardening, cooking, crafts, and games. We have a large gathering space, a gym, and daily Bible Studies, snacks, and meals. All of Teen Central's programming is 100% free to participants.

At Teen Central, youth can find a place in a community of people who care and are dedicated to walking beside them on their spiritual journey. Our engaging and interactive Bible Studies help youth discover and get to know our God who loves them unconditionally.

Our open hours are as follows (September-July):

- Monday: 3:30-5:30pm (Grades 5-12)
- Tuesday: 6:30-8:30pm (Grades 9-12)
- Wednesday: 3:30-5:30pm (Grades 5-8)
- Thursday: 6:30-8:30pm (Grades 5-12)

### **Job Summary:**

Under the care and leadership of the Executive Director, the Program Director will work intentionally to create an engaging environment for students to flourish through a relationship with Christ. They will provide strategic leadership and direction to all the programmatic aspects of the ministry, including Bible Studies. They will work to achieve the mission and vision of Teen Central through growing and strengthening relationships with students and volunteers, and implementing Christ-centered programs for students in grades 5-12.

### **Program Director Primary Responsibilities:**

1. Report to the Executive Director and work with the Executive Director to help define and implement a clear vision and program strategy to advance discipleship and the mission of Teen Central.
2. Meet regularly with Executive Director to make sure programs are consistent with program direction.

3. Develop programs as discussed in meetings with Executive Director while fostering a motivational and collaborative work and ministry environment.
4. Oversee youth center operations for open hours and assist activity coordinator as needed with monthly events.
  - a. Provide oversight and direction for all aspects of students programs including: check-in/check-out processes, biblical curriculum, recreation activities, parent and student communication, student safety and conflict management, staffing/volunteer management.
  - b. Provide active leadership, supervision, and ongoing accountability to students and volunteers during open hours
  - c. Communicate regularly with all staff and volunteers regarding concerns or changes of programming.
5. Attend staff and volunteer meetings and trainings
6. Ensure that sufficient volunteers are available for open hours.
7. Submit bi-monthly written reports of programs to the Executive Director for board submission.

## Qualifications

- **Spiritual Formation**
  - Personal commitment and relationship with Jesus Christ
  - Fully embrace the mission, vision, and values of Teen Central
  - Ability to effectively articulate and communicate the vision and mission of Teen Central
  - Ability to minister to unchurched youth and share the truth of Jesus Christ in engaging, age- appropriate ways
  - Commitment to the reading and teaching of God's Word
- **Education and Experience**
  - Bachelor's Degree (preferred, not required)
  - Leadership and management experience working with youth (or related experience)
  - Experience and/or understanding of program development and implementation
- **Skills**
  - Self-motivated and adaptable; well organized and can handle multiple tasks at once
  - Positive, enthusiastic, and energizing leadership style capable of motivating others
  - Relational skills and abilities in working with students, parents, volunteers, and community partners (churches, schools, businesses, etc)
  - Patience and empathy in working with all ages of youth and difficult life circumstances
  - Excellent written and verbal communication skills
  - Good command of technology

## Compensation and Hours

The Program Director is an hourly position that will average 15 hours a week. It is required to be present for set-up and during all of our open hours. Outside of our open times hours can be flexible. Compensation varies based on qualification and experience.