



## **ROLE DESCRIPTION**

**Role:** Hispanic Outreach Support Role

**DEPARTMENT:** Youth Causes (Hispanic Outreach)

**REPORTS TO:** Hispanic Outreach Director

**CLASSIFICATION/ STATUS:** Part-Time (Anticipated to be 20 Hours/week)

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:** City Gospel Mission (CGM) offers a variety of youth development programs. Our Hispanic Outreach work serves to connect the youth development programs to the Hispanic Community of greater Cincinnati, while helping to facilitate, and if necessary, create support systems needed to successfully engage with Hispanic students and families. The person(s) in the Hispanic Outreach Support role will work with CGM Church Partners, other partner organizations and volunteers to deliver these programs (primarily Character Soccer and Rising Scholars) to the Hispanic Community, as well as with Hispanic parents and youth as an on-going contact and resource. They may help start new program-delivery sites while helping to maintain current relationships and programming and may also step in to create programming if/when necessary.

### **MAJOR POSITION RESPONSIBILITIES:**

1. Conduct the work of oversight in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Have excellent written and oral communication in both English and Spanish. This skill is key to the role as translation and interpretation is regularly needed.
3. Communicate the overall CGM vision to pastors, volunteers, parents, and youth in the Hispanic Community.
4. Coordinate and collaborate with City Gospel Mission Program Directors and Area Directors, alongside of the Hispanic Outreach Director to be able to successfully engage Hispanic Church Partners, students, and families.
5. Maintain an on-going relationship with parents and students participating in programs, coordinating with them, and communicating important program/activity information on a regular basis.
6. Serve as the primary lead for the Character Soccer program at Roberts Academy and create/implement a plan to expand the program.

7. Serve as a contact and general resource for community partners, partner churches, parents and students in the Hispanic community.
8. Assist with the development, planning and execution of Hispanic Outreach specific events/activities.
9. Serve as a role model for the youth and raise the value of a Christ-centered lifestyle within the youth of Hispanic Outreach.
10. As needed serve as a Spiritual leader, teaching faith-based curriculum for specific Hispanic Outreach programs and providing counsel and spiritual direction to youth on an individual basis.
11. Recruit as well as provide onboarding, training, and regular coaching to key Hispanic Outreach volunteers.
12. Communicate CGM systems/processes, documented policies and procedures with key Hispanic Outreach volunteers, and the appropriate support parties if/when necessary.
13. Understand and utilize the measurements of transformation. Train volunteers on the collection and reporting processes if/when necessary.
14. Pray regularly for participants, staff, and City Gospel Mission. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on our youth participants. We believe prayer has a positive impact.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

#### **PERSONAL REQUIREMENTS:**

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

#### **PHYSICAL REQUIREMENTS:**

1. The person in this role will drive to the sites where our programs take place on a regular basis and will provide transportation for participants as needed.
2. It may require ascending/descending stairs, lifting or moving up to 25 pounds of equipment in a camp or program setting.

3. The person in this position frequently communicates with program participants and staff who have inquiries about daily tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations in both English and Spanish.

#### **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

1. Candidates must have a high school diploma or equivalent. Applicants with college degree and experience are preferred.
2. Fluency in both Spanish and English is required.
3. Proficiency in Microsoft Office required
4. Must have excellent follow-through skills when handling multiple tasks or projects and good attention to detail.
5. A team player with leadership skills and demonstrated competency to effectively interact, work with and influence site personnel. Effective conflict-management and inter-personal communication skills.
6. Must possess a valid driver's license (Ohio or Kentucky) and be in good standing.
7. Must pass employment background check, motor vehicle check, and drug screen.

Updated 7-12-24, John Allbrittin, VP Youth/Kelly Wilson, HR