



## ROLE DESCRIPTION

**POSITION:** City Gospel Mission (CGM) Operations Team Youth Programs Support Leader

**DEPARTMENT:** Youth

**REPORTS TO:** Youth Programs Operations Director

**CLASSIFICATION/ STATUS:** Part-Time (20 Hours/Week)

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:** The Youth Programs Support Leader (YPSL) will engage, equip, coach, support and empower people who deliver youth programs on behalf of City Gospel Mission at church partner program sites and will also oversee and coordinate on-site program specific objectives (ex: academic, dance, etc.) at additional locations, as assigned.

Those who deliver programming may be volunteers from partner churches or other organizations within the community. YPSLs will use excellent administrative skills and organizational acumen to help volunteers provide life transforming programs for financially under-resourced youth and their families. The YPSL will also serve as the connector between the program partners and CGM. He/she will supervise volunteers and participants. She/he also builds positive relationships and leads activities to grow biblical faith for participants and or volunteers. We are seeking a person who would desire to work in this capacity for an extended period of time to create continuity with our host site partners.

### MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work 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. RESPONSIBLE for (owned and completed by the employee in this role):
  - Prayer in general and encouragement of volunteers.
  - Understanding the WINS processes and training volunteers to use the survey. (*WINS is the tool CGM uses to assess growth and development of program participants.*)
  - Providing support to church partner program sites, as assigned.
  - Assisting in the development, planning, and execution of on-site program events/activities (as assigned)
  - Developing and managing relationships:
    - With the church(s) and/or partners involved.
    - With volunteers.
    - With school(s) involved in a spirit of cooperation.
    - With the participants and their families.
    - With the Youth Programs Operations Director to accomplish programs objectives.
  - Coordinating weekly activities by:

- Communicating encouragement, direction, and updates before each weekly session.
  - Ensuring environment preparation.
  - Ensuring safety checks and processes are in place.
  - Tracking attendance of participants and volunteers.
  - Handling behavior issues, being proactive with discipline.
  - Being involved in on-going training.
  - Supporting recruitment efforts.
3. ACCOUNTABLE for (overseen by the employee, but others may be doing this work):
    - Preparing weekly curriculum.
    - Coordinating spiritual growth activities or resources.
    - Coordinating nutritional snacks (if applicable).
  4. Participation in CGM Youth Team meetings and CGM Prayer Days (as available)
  5. Be a role model for youth and raise the value of a Christ-centered lifestyle at all our program sites.
  6. Communicate CGM systems/processes, documented policies and procedures with key volunteers, as needed.
  7. Have excellent follow-through skills when handling multiple tasks or projects and excellent attention to detail. Be willing to grow in skill.
  8. Pray regularly for students, church staff, City Gospel Mission, Hope House and greater Cincinnati as a whole. 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. Must be able to walk for periods of time, ascend/descend stairs, lift or move up to 25 pounds of equipment in an office or program setting.
2. The person in this position frequently communicates with staff, volunteers, parents and students, who have inquiries about tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations.

3. The person in this role must drive to the sites where our programs take place on a regular basis and may provide transportation for participants if needed.

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

1. Candidates must have a high school diploma or equivalent. Applicants with college degree and experience are preferred.
2. Proficiency in Microsoft Office and Google Forms is required.
3. Classroom or group volunteer management is preferred.
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. Has effective conflict-management and inter-personal communication skills.
6. Have a desire to learn and grow.
7. Must be able to make presentations, motivate, coach, and listening effectively.
8. Ability to be responsive and provide clear direction as needed.
9. Ability to work well independently and within a team.
10. Must possess a valid driver's license (Ohio or Kentucky) and be in good standing.
11. Must pass background/motor vehicle check and drug screen.

Date Revised: 3/9/25 JP & KW