



Metro Baptist Church & Rauschenbusch Metro Ministries

www.mbcnyc.org | www.rmmnyc.org

Director of Youth Programming

Rauschenbusch Metro Ministries (RMM) and Metro Baptist Church (MBC) are seeking a Director of Youth Programming. The Director of Youth Programming will provide leadership and vision for all youth related programs of RMM and MBC. Specifically, this individual will oversee management of RMM's after-school program (Page Turners), weekly Teen Center program, and summer day camp program (CLUE Camp). Additionally, the Director of Youth Programming will provide leadership for MBC's Christian Education program for children/youth (Sundays).

Specific responsibilities related to RMM's Youth Programming:

- Serve as director of RMM's city-licensed after-school program (Page Turners), overseeing staff and volunteers. Director must adhere to all licensing requirements and maintain all documentation, certifications, training, handbooks, and manuals.
- Provide primary leadership for RMM's weekly Teen Center (currently one day a week during school year and 4 days a week during summer), overseeing staff and volunteers as needed.
- Serve as director of RMM's 6 week summer day camp program (CLUE Camp), managing volunteer teams, summer interns and junior staff.
- Coordinate seasonal youth programming events for wider community.
- Maintain up to date youth programming records (including enrollment, progress reports, release forms, attendance, fees, grant info, licensing, etc.)
- In conjunction with RMM/Metro Administrator, ensure proper licensing for Page Turners.
- Work with RMM Executive Director to identify and secure grant funding for youth programming as needed.

Specific responsibilities related to MBC's youth Christian Education programming:

- Lead and/or coordinate Sunday School lessons for Metro congregation children/youth.
- Lead and/or coordinate monthly children's sermon for worship.
- Coordinate needed volunteers and Sunday School assistants.
- Manage development of a Family Ministry committee.

(more on back)

General responsibilities are:

- Build and strengthen partnerships with local and corporate sponsors that align with RMM's youth programming.
- Participate in continuing education opportunities annually.
- Foster strong volunteer base.
- Attend weekly staff meetings and an annual staff planning retreat (generally in August).
- Other duties as assigned.

The Director of Youth Programming is a resident staff position at RMM & MBC, requiring that the coordinator live on site at Metro Baptist Church (410 W. 40th Street, NYC). The Director of Youth Programming will report to RMM's Executive Director and the Pastor of Metro Baptist Church.

Candidates must demonstrate the following skills and experience:

- Experience working with children and youth (minimum of 2 years)
- Supervisory experience (minimum of 1 year)
- Ability to work well with a diverse group of staff and volunteers
- Willingness and ability to learn on the job
- Strong organization skills
- Self-motivation
- Willingness to adjust hours to accommodate the needs of the job
- Ability to work productively in an unstructured environment with frequent interruptions
- Effective communication skills
- Desire to live in community setting
- Record keeping skills

Qualifications:

College degree (in education or related field) and/or NY State Children's Program/Administrator credential or equivalent. Theological training and/or Christian education experience preferred. Proficiency in Spanish also preferred, but not required.

Compensation:

The Director of Youth Programming for RMM & MBC is a 30-hour a week position (40 during summer). Compensation is \$16,000-\$19,000 (depending on experience, education and final job description) along with rent-free housing (which includes private furnished room; common kitchen, den/dining space, shower & bathroom; use of common rooftop space; cable television & wireless internet; and all general utilities) at Metro Baptist Church in midtown Manhattan NYC.

To apply:

Please send a cover letter and resume via email to Tiffany Triplett Henkel and Scott Stearman at mbc@mbcnyc.org. Target start date is August 2018.

For more information about Rauschenbusch Metro Ministries and Metro Baptist Church, please visit our websites at www.rmmnyc.org and www.mbcnyc.org.