



**Metro Baptist Church &
Rauschenbusch Metro Ministries**
www.mbcnyc.org | www.rmmnyc.org

Youth Programming Assistant (Part-Time)

Rauschenbusch Metro Ministries (RMM) and Metro Baptist Church (MBC) are seeking a seasonal part-time Youth Programming Assistant. The Youth Programming Assistant will provide support for RMM's school year youth programs. Specifically, this individual will assist in leadership with RMM's 3-day a week after-school program (Page Turners) and Friday Teen Center program.

Specific responsibilities:

- Serve as an assistant teacher in RMM's city-licensed after-school program Page Turners (Tuesdays-Thursdays; 2:00-6:00 pm). Assistant teachers help coordinate daily snacks, escort students from local public school to after-school program site, facilitate enrichment activities, manage volunteers during tutoring time and assist with administrative tasks.
- Serve as assistant to the director of RMM's Teen Center program (Fridays 4:00-8:00 pm). Duties for this program will include assisting with enrichment activities, cooking/preparing dinners, facilitating group discussions, chaperoning field trips and assisting with administrative tasks.
- Attend weekly staff meetings on Tuesdays at 9:30 am.
- Other duties as assigned.

The Youth Programming Assistant is a resident staff position at RMM & MBC, requiring that the staff member live on site at Metro Baptist Church (410 W. 40th Street, NYC). The Youth Programming Assistant will report directly to the Interim Director of Page Turners and Teen Center and will be supervised by RMM's Executive Director.

Candidates must demonstrate the following skills and experience:

- Experience working with children and youth
- Ability to work well with a diverse group of staff and volunteers
- Willingness and ability to learn on the job
- Desire to live in community setting

Qualifications:

High school diploma or equivalency and pass city-mandated background check.

Compensation:

The compensation for the Youth Programming Assistant for RMM is 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. The Youth Programming Assistant will be paid NYC hourly minimum wage for any hours accrued over 15 per week.

To apply:

Please send a cover letter and resume via email to Tiffany Triplett Henkel at mbc@mbcnyc.org. Start date is ASAP.

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