



JOB DESCRIPTIONS

Job Description: Youth & Family Ministry Program Assistant **Assist with center programmatic activities for youth and families as directed**

Heart Reach Neighborhood Ministries is seeking passionate, Christ-centered Program Assistants to make a lasting difference in the lives of children, youth, and families. This important role provides mentorship and fun to our Super Kids Afterschool, Summer Camp, and Ready4Work programs while building strong relationships, strengthening community impact and advancing HRNM's mission to create safe, supportive, and empowered communities.

REQUIREMENTS

- Minimum High School Diploma or GED; B.A. or some post-secondary education preferred.
 - Commitment to Jesus, quality programs and outreach to children/families.
 - Experience in youth ministry or related field; ability to effectively lead groups of children and teens.
 - Physically able to lead groups in outdoor game activities.
 - Proficient to assist with kindergarten-8th grade homework help.
 - Experience leading Bible study or serving in children/youth ministry.
 - Ability to lead youth after-school and summer enrichment activities.
 - Provide compassionate family assistance to the community (food boxes, clothing, diapers, housewares, etc.).
 - No felonies from FBI/BCII clearances, and clear drug screen
 - 21 yrs and older; valid driver's license and automobile insurable.
 - Desire and ability to have fun with kids and teens.
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- **Up to 25 hrs./wkly. REDONDO Center:** Academic year minimum Tuesday 11:00 am-7:00 pm, Wednesday 10:30-6:30 pm, Thursday 10:00am-4pm. Additional hours scheduled to 25 hrs.
 - **ROCKFORD VILLAGE Center:** Academic year minimum Monday, Tuesday & Friday 1:00 pm-7:00 pm, Thursday 10 am-1 pm. Additional hours scheduled.
 - Typical summer hours: Tuesday-Thursday 8:30 am-4:30 pm. Periodic quarterly weekend availability may be required based on the program events schedule.
 - Other Assigned Duties

Job Type: Part-time up to 25 hrs./wk.

Pay: \$14 per hour

Contact April Alexander, 330-301-9528.

Send resume to april_alexander@ohionm.org

Job Description: Program Director

Heart Reach Neighborhood Ministries is seeking a passionate, Christ-centered Program Director to lead our community center and oversee programs that make a lasting difference in the lives of children, youth, and families. This key leadership role provides direction to staff and volunteers and ensures the success of our Super Kids Afterschool, Summer Camp, and teen Ready4Work programs while building strong relationships, strengthening community partnerships, and advancing HRNM's mission to create safe, supportive, and empowered communities.

REQUIREMENTS

- High school diploma or GED required; bachelor's degree or post-secondary education preferred.
- Demonstrated commitment to Christ-centered ministry and providing high-quality programs and outreach to children and families.
- Significant experience working with children and youth, with demonstrated success leading staff, volunteers, and youth programs.
- Strong supervisory, organizational, and problem-solving skills.
- Excellent written and verbal communication skills.
- Self-directed, dependable, and mission-driven, with the ability to work effectively both independently and as part of a team.
- Successful completion of criminal background and reference checks and required drug screening.
- Valid driver's license and ability to maintain insurability under HRNM's vehicle insurance policy.

GENERAL DUTIES

- Supervise the center's staff and volunteers
- Oversee family assistance and community outreach programming
- Maintain a deep relationship with the Lord Jesus Christ.
- Oversee the Super Kids Afterschool, State Licensed Day Camp, and Ready4Work programs
- Evaluate Heart Reach Neighborhood Ministries' programming
- Promote Heart Reach Neighborhood Ministries programs
- Assist with new program development
- Coordinate volunteers working with the children and youth
- Oversee building and vehicle usage as needed
- Manage food, clothing, and houseware donations

Job Type: Full-time 36 hrs./wk.

Pay: \$18 per hour

Payroll deducted supplemental insurance and retirement offered.

Send resume to april_alexander@ohionm.org