



## **Program Assistant**

### ***Job Description***

***(Part Time Position, approx. 10-12 hours/week)***

### **Organization Description**

RAISE28 Youth Services (RAISE28) exists to reach local youth with the life-changing gospel of Jesus Christ. Located in Mount Joy, Pennsylvania, the center and its staff seek to encourage, develop, and equip our youth to experience Godly wholeness by: Praying, Sharing Christ, Teaching God's Word, and offering supervised recreation. This is all accomplished through the partnerships of local churches, businesses, and individuals.

### **Job Summary**

The Program Assistant\* is a year-round position that will provide support and leadership to various aspects of the programmatic aspects of the ministry. They will work to achieve the mission and vision of RAISE28 through the building and strengthening of relationships with students and volunteers. The Program Assistant will also work alongside the Director of Student Ministries, Executive Director, and other staff and volunteers to serve the students and volunteers through direct and indirect student ministry. Emphasis will be on leading within the programming needs for the senior high, junior high, and elementary students (with an emphasis on teen *male* program, Guys' Group, Tuesdays from 3:30pm to 6pm).

### **Primary Responsibilities and Commitments**

- Work with elementary, junior high, and senior high school students during After School Programming (Monday-Friday 3-6pm) to help lead activities, Bible lessons, gym games, crafts etc.
- Provide direction and/or support for volunteer team members in the After School Programs
- Help fulfill the cleaning schedule of RAISE28 physical buildings and property
- Manage weekly, monthly, and annual projects as assigned by the Student Ministries Director and Executive Director.
- Prioritize relationship building with all youth who walk through the doors of RAISE28
- Foster a motivational, collaborative, and innovative work and ministry environment
- The Program Assistant will work approximately 10-12 hours each week from 2:30pm-6:30pm Tuesday, Wednesday, and Friday. This is an hourly position with no additional benefits.

\*In this case, the Program Assistant is equivalent to the former Male Programming Assistant role

## **Qualifications**

- Personal commitment and relationship with Jesus Christ
- Leadership and management experience working with youth (or related experience)
- Completed High School Degree Required: Some college or post High School studies are of value.
- Fully embrace the mission, vision, and values of RAISE28
- Ability to effectively articulate and communicate the vision of life transformation in youth
- Positive, enthusiastic, and energizing leadership style capable of motivating others
- Relational skills and abilities in working with community partners (churches, schools, volunteers)
- Excellent written and verbal communication skills
- Experience and competencies working in multiracial, multicultural environment
- Patience and empathy in working with all ages of youth and those in difficult life circumstances
- Self-motivated and adaptable; well organized to select priorities and handle multiple tasks
- Good command of technology
- Reliable and timely
- Positive attitude and exemplary character
- Teachable spirit and willingness to learn

## **Compensation**

Varies based on qualification and experience.

## **Application Process**

Please fill out our employment application online at [www.RAISE28.org/jobs](http://www.RAISE28.org/jobs)

Or email your resume, references, and testimony to Keith Cullen at [programs@raise28.org](mailto:programs@raise28.org)

105 Fairview Street  
Mount Joy, PA 17552  
tel 717.653.9511  
[www.RAISE28.org](http://www.RAISE28.org)