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Teen Program Coordinator

JOB: Full-Time, Seasonal (Non-Exempt) – *April-May part-time hours, May-August full-time hours onsite*

DEPARTMENT: Programming

REPORTS TO: Senior Vice President of Programming

SUMMARY: The Teen Program Coordinator is responsible for the implementation of teen programming activities in support of the Lakeside Chautauqua mission. This person will also supervise and maintain the Teen Center and staff. The position focuses on reaching teens through relatable programming in areas including, but not limited to, teen ministry, education, arts and recreation. Specific job duties will be assigned on individual strengths. *Please note: the Teen Program Coordinator is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend.)* Lakeside provides affordable dorm housing in a camp environment.

QUALIFICATIONS AND EDUCATION/EXPERIENCE:

To perform the job successfully, the coordinator should:

- Have at least three years of experience coordinating and executing group activities for teens
- Have completed a bachelor's degree (preferred)
- Be prepared to engage and mentor youth ages 13-18
- Possess effective listening skills and ability to relate to teens in matters of personal growth, including faith
- Be organized, detail-oriented, friendly, energetic, well-spoken and have a sense of humor
- Be proficient and have experience in Microsoft Office Suite (Excel, PowerPoint, Outlook, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Organize and implement teen programming for ages 13-18 that encompass the Lakeside mission
- Supervise Teen Center staff
- Maintain the Teen Center facility and equipment and ensure the safety of all guests and Lakeside property
- Meet regularly with the Senior Vice President of Programming to discuss Teen Center needs and accomplishments
- Interact with Programming staff to understand programming opportunities available to teens and plan events related to arts, religious life, recreation and education
- Oversee promotion of all teen programs on social and print media
- Work with teen ambassadors who regularly attend events and assist in promoting programs
- Assist Teen Programming Leaders to recruit participants and organize programs
- Identify and oversee service projects to develop a core team of teen ambassadors in collaboration with the Religious Life Intern
- Maintain professional, appropriate behavior and appearance
- Track teen programming event attendance and Teen Center visits

- Evaluate all programmed activities
- Track and submit expenditures for processing of payment
- Encourage teens to embrace responsibility of being a part of the Teen Center and programming (exhibiting strong values, practicing good housekeeping, exhibiting sensitivity and compassion towards others each other, etc.)
- Assist in providing a safe atmosphere for all presenters, guests and employees at the center and teen activities
- Develop teen ministries program with Religious Life
- Lead regular staff meetings, establishing expectations for Teen Center rules and regulations
- Submit end-of-season report regarding attendance, expenses, program review and suggestions for future teen programming and planning

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Completion of at least a bachelor's degree (preferred) and at least three years of experience coordinating and executing teen activities.

LANGUAGE SKILLS: The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to apply basic math concepts.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will work an eight-hour shift in an outdoor environment, regularly exposed to wet, cold, humid, hot and very hot conditions. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date