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## ***Teen Program Leader(s)***

**JOB:** Full-Time, Seasonal (Non-Exempt) – *mid-May through mid-August*

**DEPARTMENT:** Programming

**REPORTS TO:** Teen Program Coordinator

**SUMMARY:** The Teen Program Leader(s) are responsible for the implementation of teen programming activities in support of Lakeside Chautauqua's mission. They will also supervise and maintain the Teen Center, also known as The Underground. The position focuses on reaching teens through relatable programming in the following areas: education, arts, recreation and ministry. Specific job duties will be assigned based on individuals' strengths. *Please note: the Teen Program Leader(s) are 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 leader(s) should:

- Have experience planning and leading activities for groups of teens
- Be prepared to engage and mentor youth ages 13-18
- Have completed at least sophomore year of college (60 credit hours) and possess maturity, integrity and leadership ability
- 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
- Have basic sound equipment and gaming system set-up knowledge
- Be proficient in Microsoft Office Suite (Excel, PowerPoint, Publisher, Outlook, etc.)

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

- Meet regularly with the Teen Program Coordinator to discuss Teen Center and programming needs and accomplishments
- Assist in organizing and implementing teen programming activities for ages 13-18 that encompass the Lakeside mission
- Supervise and maintain the Teen Center, ensuring the safety of all guests and Lakeside property
- Coordinate promotion of all teen programming on social and print media
- Recruit participants for teen events
- Develop a core team of teen ambassadors who regularly attend events and assist in planning/promoting programs
- Identify and implement service projects and develop teen leadership groups in collaboration with the Religious Life Intern
- Maintain professional, appropriate behavior and appearance
- Track teen programming event attendance and Teen Center visits

- Evaluate teen programming activities in collaboration with the Teen Program Coordinator
- Track and submit expenditures for processing of payment
- Encourage teens to embrace the responsibility of being part of the Teen Center and programming (exhibiting strong values, practicing good housekeeping, exhibiting sensitivity and compassion towards each other, etc.)
- Assist in providing a safe atmosphere for all presenters, guests and employees participating in programming events
- Attend regular staff meetings

**QUALIFICATIONS:** To perform this job successfully, the individual(s) 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 sophomore year of college (60 credit hours) and experience planning and leading activities for groups of teens.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively before groups.

**MATHMATICAL 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](mailto: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.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date