



“The Pittsburgh Project is an urban, neighborhood-based, Christian community development organization. We develop servant leaders and uphold the dignity of vulnerable homeowners.”

2018 Summer Staff Positions

We're looking for people to fill summer staff positions for our summer camps in 2017. Each position provides most meals while camp is in session, and if you need it, lodging for the whole summer work season.

Staff must be available from May 29 to August 10.

Our Minimum Requirements:

- Knowledge and experience of the saving grace of Jesus Christ
- Love of God and a desire to honor and serve God in all aspects of life
- Commitment to the final Lordship of Jesus Christ over life
- Commitment to the final authority of Scripture over faith and life
- Willingness and ability to demonstrate and articulate one's Christian faith
- Deep love for people as valuable in God's sight
- Commitment to racial reconciliation as a primary mission of the church
- Commitment to relational ministry to young people in grades K-12
- Commitment to work diligently and within an irregular schedule
- Commitment to working with and investing in other staff as a part of a team
- Ongoing participation in a church
- High school diploma or equivalent, although we prefer candidates with at least a full year of college or job experience; some jobs have minimum ages listed, as well

The Recruiting Process:

Our recruiting season begins in the fall, and runs until we have assembled our summer staff. We may begin offering positions to applicants as soon as we receive their applications, reference questionnaires and conducted an interview. It is to your advantage to ensure that we receive your materials as soon as possible.

We will contact you within 2 weeks of receiving your application to let you know the status of your application.

Summer Staff Positions Are Available In The Following Departments:

Lifeguard

(\$2000 first summer, \$2500 second year, \$3000 three or more years)

Lifeguards will guard across the street from The Pittsburgh Project at Fowler Pool. This facility serves the young people in our summer camps and our neighbors. Applicants must be at least **eighteen (18) years of age**. Lifeguards will have a great opportunity to care for both the campers and community with their work. They must be servant-hearted who like being around and building relationships with young people. Job responsibilities include the following activities:

- Model an intentional Christian faith
- Guard the pool
- Rescue swimmers in distress
- Administer artificial respiration or CPR
- Enforce pool regulations
- Contribute to a welcoming, hospitable atmosphere
- Inspect pool conditions and perform necessary maintenance duties
- Test water for proper Cl₂ and pH levels
- Operate swimming pool filters
- Clean and maintain cleanliness of entire facility
- Build relationships with the swimmers and other guest at the pool
- Keep attendance and maintain accurate records
- Attend in-service training
- Attend, participate, and serve in other activities as needed

More Questions? Contact Ron Cashdollar at 412/321-1678, ext. 532 or rcashdollar@pittsburghproject.org

Assistant Head Lifeguard

(\$2500 first summer, \$3000 second year, \$3500 three or more years)

The Assistant Head Lifeguard is responsible for performing all the duties of the Head Lifeguard while in charge of the pool. The Assistant Head Lifeguard will assist the Head Lifeguard in staff supervision and pool operations as directed by the Head Lifeguard. When the Head Lifeguard is on duty, the Assistant Head Lifeguard will perform the duties identical to that of a regular lifeguard. Typical responsibilities include:

- Model an intentional Christian faith
- Direct and oversee the duties of the Lifeguards
- Maintain records
- Ensure that all paperwork is completed in a timely manner
- Change the hair basket daily
- Operate the pool filter system and change Cl₂ tanks when necessary
- Plan, organize and implement all swim lessons
- Build relationships with the swimmers and other guest at the pool
- Attend in-service training
- Attend, participate, and serve in other activities as needed
- Meet periodically with Certified Pool Operator and Facilities Manager

More Questions? Contact Ron Cashdollar at 412/321-1678, ext. 532 or rcashdollar@pittsburghproject.org

Head Lifeguard

(\$3200 first summer, \$3600 second year, \$3800 three or more years)

The Head Lifeguard oversees the entire operation at the pool including staff, inventory, record keeping, and maintenance. In addition to the lifeguard duties, the Head Lifeguard is the primary person responsible for checking the chlorine room daily for leaks and taking measures to contain leaks. Staff is required to be at the pool one hour before opening to make sure that the filtration system is operating correctly and that the facility is ready to open to guests. Other duties include:

- Model an intentional Christian faith
- Direct and oversee the duties of the Lifeguards
- Maintain records
- Ensure that all paperwork is completed in a timely manner
- Change the hair basket daily
- Operate the pool filter system and change Cl2 tanks when necessary
- Plan, organize and implement all aquatic programs
- Build relationships with the swimmers and other guest at the pool
- Attend in-service training
- Attend, participate, and serve in other activities as needed
- Meet periodically with Certified Pool Operator and Facilities Manager

More Questions? Contact Ron Cashdollar at 412/321-1678, ext. 532 or rcashdollar@pittsburghproject.org

Pool Admissions Coordinator

(Commensurate with experience)

The Pool Admissions Coordinator will welcome swimmers and other guests in an engaging and positive manner. Paramount to successful operation is determining when the pool is ready to serve swimmers and guests; therein, must be able to adapt to matters on short notice. Other duties include:

- Model an intentional Christian faith
- Welcome swimmers and ensure that they are dressed properly to swim
- Determine whether members of the general public are granted entrance for swimming
- Maintain high level of cordiality when interacting with all guests
- Arrive at pool at least 30 minutes prior to pool opening
- Receive and record funds paid by swimmers and confirm that funds are deposited in a timely manner
- Keep attendance records and report to lifeguards as necessary
- Interact with Certified Pool Operator, Facilities Manager, Head Lifeguard and remaining pool staff to insure that pool is prepared for operation
- Ensure that reception and exterior front of the bathhouse are free of debris and other items

More Questions? Contact Ron Cashdollar at 412/321-1678, ext. 532 or rcashdollar@pittsburghproject.org

Summer Camp Resident Assistant

(Commensurate with experience)

The Summer Camp Residence Director provides oversight for a dormitory that houses about 40 summer camp staff and provides spiritual direction and community building activities for a team of 90 people who are serving kids and elderly homeowners in Pittsburgh. The Pittsburgh Project is a nonprofit community development organization with an almost 30-year track record of developing leaders and serving the city's most vulnerable residents. We operate a progressive series of afterschool and summer programs for 300

urban young people and deploy over 2700 people annually to perform free home repairs for Pittsburgh's in-need elderly homeowners. The Pittsburgh Project is seeking an energetic, self-motivated person for the Summer Camp Residence Director position. It is expected that the Summer Camp Residence Director will strive to live his/her life in a way that is God-honoring both at and away from The Pittsburgh Project.

The Summer Camp Residence Director responsibilities include the following:

Community building responsibilities (66% of position)

- Organize weekly community meetings for all Pittsburgh Project staff
- Lead morning prayer for staff and program participants
- Meet with summer staff for discipleship, spiritual direction and support as they experience the joys and challenges of urban ministry
- Participate in different components of The Pittsburgh Project's ministry, including our youth development, homeowner services and community outreach programs
- Organize activities that facilitate spiritual growth and community building among staff

Administrative responsibilities (34% of position)

- Oversee the key distribution and collection for all summer staff
- Complete room check-in and check-out sheets for all summer staff who live in the Guesthouse
- Collaborate with the Facilities Manager regarding building maintenance and custodial concerns to maintain a healthy and safe living environment
- Develop and enforce policies that ensure the dormitory is safe and hospitable for all residents
- Ensure that the dormitory has tone of hospitality and respect
- Mediate roommate conflicts for staff living in the dormitory
- Contribute to community life by serving where needed
- Meet weekly with the Director of Operations and regularly with the Executive Director

The Summer Camp Resident Director must be at least 22 years old and will live in our Guesthouse dormitory, with most meals provided throughout the summer. This is a full-time position with a somewhat flexible work schedule, with the Summer Camp Resident Director working early in the morning to lead staff prayer and late in the evening when summer staff are free from their work responsibilities.

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Food Service Manager – Head Chef

(Commensurate with experience)

The Food Service Manager will oversee the preparation and serving of over 750 meals per day to service camp and day camp participants, as well as staff. You will have a kitchen staff that includes high school students in our Leaders in Training Program. It is also expected that the Food Service Manager will strive to live their lives in a way that is God honoring both at and away from The Pittsburgh Project. Job qualifications and responsibilities include the following:

Professional

- State "Food Handling Certification" and demonstrated skill in all aspects of food service, including meal planning and preparation, nutrition, hospitality, health, and cleanliness
- Three to five years of experience in managing people, budgets, and projects
- Strong verbal communication skills, professional presence, teamwork skills, and ability to juggle several tasks at once

Responsibilities

- Model an intentional Christian faith
- Contribute to a welcoming, hospitable atmosphere
- Prepare healthy menus and excellent meals
- Prepare adequate vegetarian options with every meal
- Ensure that there is variety and diversity in menu preparation
- Select vendors and order products needed for all meals
- Meet standards set by CACFP, SFSP, or other government with whom we work
- Supervise and provide feedback to high school Leaders in Training

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Assistant Chef

(\$2000 first year, \$2500 second year, \$3000 three or more years)

During meals the Prep Cook assists our food service staff in preparing breakfast, lunch, or dinner to camp participants and staff.

This staff member will have great opportunities to be hospitable to guests, campers, and families from throughout the neighborhood. He or she should be a servant-hearted person who likes being around young people. Job responsibilities include the following:

- Model an intentional Christian faith
- Prepare breakfast, lunch and help with dinner
- Wash dishes and utensils as needed
- Assist in preparing meals for staff and program participants
- Set up, replenish, and tear down serving lines, salad bar, and drink machines
- Prepare each day's box lunches and coolers for groups as needed
- Contribute to a welcoming, hospitable atmosphere
- Help unload supplies from deliveries
- Take part in all scheduled events, as schedule allows
- Contribute to community life by serving where needed
- Meet periodically with the Food Service Manager

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Kitchen Staff

(\$2000 first year, \$2500 second year, \$3000 three or more years)

During meals the Kitchen Staff assist our food service staff in preparing and serving breakfast, lunch, or dinner to camp participants and staff.

Staff in these positions have great opportunities to be hospitable to guests, campers, and families from throughout the neighborhood. They are servant-hearted people who like being around young people. Job responsibilities include the following:

- Model an intentional Christian faith
- Wash dishes and utensils as needed
- Assist in preparing meals for staff and program participants
- Set up, replenish, and tear down serving lines, salad bar, and drink machines
- Prepare each day's box lunches and coolers for groups as needed

- Contribute to a welcoming, hospitable atmosphere
- Supervise and provide feedback to high school Leaders in Training
- Help unload supplies from deliveries
- Take part in all scheduled events, as schedule allows
- Contribute to community life by serving where needed
- Meet periodically with the Food Service Coordinator

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Kitchen Staff – Cooler Prep

(hourly pay \$9.00)

This hourly position involves the maintenance of coolers that are taken out to worksites daily. Coolers are stocked with lunch items for service campers, and are prepped every afternoon for the following day.

While campers are advised to do basic cleaning and clearing of coolers, the cooler prep staffer will direct campers through the process and ensure that coolers are clean and ready for use.

The staff in this position has a great opportunity to be hospitable to campers. They are servant-hearted and like being around young people. Job responsibilities include the following:

- Model an intentional Christian faith
- Direct the daily return of coolers from worksites, ensuring items are returned to proper place.
- Ensure coolers are properly maintained
- Prepare coolers for the next day with food items that can be stored overnight
- Contribute to a welcoming, hospitable atmosphere
- Supervise and provide feedback to high school Leaders in Training
- Take part in all scheduled events, as schedule allows
- Contribute to community life by serving where needed
- Meet periodically with the Food Service Coordinator

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Camp Nurse/EMT

(Commensurate with experience)

The Camp Nurse/EMT is responsible for responding to daily medical problems of camp participants, mostly consisting of young people in grades K-12. **+This person must show current Emergency Medical Technician certification or be a licensed nurse.** This person provides basic first aid, administers allergy shots, carefully dispenses medications, follows emergency medical procedures, and maintains accurate records of procedure. This person provides a hospitable, organized presence for sick and hurting young people, and communicates clearly to staff and parent. As medical problems arise, duties may include the following:

- Secure and accurately dispense medications according to authorization forms and schedules
- Provide basic first aid
- Administer allergy shots
- Staff the “infirmary” and care for those who need rest or attention
- Perform cardiopulmonary resuscitation (CPR)
- Call parents, clearly and kindly describe the situation, and determine a course of action
- Document actions taken in a clear and accurate manner
- Be “on call” during off hours to respond to emergencies

- Contribute to community life by serving where needed
- Attend weekly Community Meetings

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Charles Street Café Manager

(\$3200 first year, \$3600 second year, \$3800 three or more years)

The Charles Street Café Manager will provide leadership to a staff of baristas as they serve coffee, specialty drinks, cold drinks and snacks to the young people in our camps, as well as the neighborhood at large. It is also expected that the Charles Street Café Manager will strive to live their lives in a way that is God honoring both at and away from The Pittsburgh Project. Job qualifications and responsibilities include the following:

Professional

- Provide excellent, effective, and enriching leadership to the café staff, to include training on all equipment and how to make the specialty beverages
- Provide exceptional service, superb products, professional conduct, and hospitable space to the Charles Street Café customers, treating them like friends and family

Responsibilities

- Model an intentional Christian faith
- Make necessary weekly trips to Sam's Club or other stores to replenish needed supplies
- Keep accurate records of expenditures and profits on a daily basis, and reporting these numbers daily
- Prepare and serve exceptional quality products with smile-filled service
- Treat every customer with respect, warmth, and pleasure
- Learn customers' names and welcome them
- Ensure that the Café indoor and outdoor spaces are always clean, kept, and attractive
- Ensure that every beverage is fresh, of the expected temperature, and brewed/tastes to the satisfaction of customers
- Follow recipes accurately so that beverages consistently taste as expected
- Ensure that products are of the highest quality and of generous quantity
- Ensure that product quality is consistent and consistently excellent
- Ensure that products are presented in an appealing, professional, and healthy ways
- Ensure that Café's inventory is adequately stocked to serve customers
- Attend weekly Community Meetings as work schedule permits

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Coffee Shop Barista

(\$2000 first year, \$2500 second year, \$3000 three or more years)

Baristas serve in the Charles Street Café, our neighborhood coffee shop. In the café, they perform typical duties of coffee shop staff, including brewing coffee, making specialty drinks, stocking cold drinks, and running the register. Baristas also build relationships with campers and neighbors.

The staff person in this position has great opportunities to be hospitable to guests, campers, and families from throughout the neighborhood. They are servant-hearted people who like being around young people. Job responsibilities include the following:

- Model an intentional Christian faith

- Brew coffee and assemble specialty drinks according to specifications
- Serve customers with kindness and accuracy
- Operate the cash register and complete sales accurately
- Perform necessary clean-up and equipment maintenance
- Help unload supplies from deliveries
- Assist with record keeping as needed
- Keep the area in and around the coffee shop neat and welcoming
- Take part in all scheduled events
- Contribute to community life by serving where needed
- Meet periodically with the Café Manager
- Attend weekly Community Meetings as work schedule permits

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Administrative Assistant

(\$2000 first year, \$2500 second year, \$3000 three or more years)

The Administrative Assistant provides hospitality to all visitors and callers to The Pittsburgh Project. This person will act as the first point of contact for all visitors, parents, and youth directing them to either a classroom or appropriate staff. Administrative Assistant duties will include the following:

Professional

- Model an intentional Christian faith
- Provide a hospitable presence and monitor who enters and exits the building

Responsibilities

- Answer phones and direct calls to recipients
- Clearly articulate various TPP programs and services to all guests and callers
- Answer questions and meet needs of participants, volunteers, parents, guest, and staff
- Direct guests to appropriate staff or room
- Oversee summer birthday celebrations
- Maintain information about all camp activities
- Organize and complete mailings
- Oversee all incoming and outgoing mail
- Maintain office supply inventory and ordering
- Monitor events calendar
- Offer administrative assistance to various camps needs
- Photocopy program materials as needed
- Attend all staff training events and community meetings
- Meet regularly with the Office Manager
- Assist with coordination and running of the annual Block Party
- Contribute to community life by serving where needed
- Other duties that may be required

This position does not require you to be professionally dressed. During the summer months, we wear comfortable, appropriate, summer clothing.

More Questions? Contact DeOndra Parker at 412/321-1678, ext. 536 or dparker@pittsburghproject.org

Caretaker

(Hourly wage based on a 40 hour work week)

Staff in this position has great opportunities to be hospitable to guests, campers, and families from throughout the neighborhood. They are servant-hearted and like being around young people. It is also expected that the Caretaker will strive to live their life in a way that is God honoring both at and away from The Pittsburgh Project.

Qualifications:

- Model an intentional Christian faith
- Prepare, clean and maintain our facilities

Job responsibilities are including but not limited to:

- Uphold the maintenance and cleaning check list daily
- Mop, sweep, and vacuum
- Clean toilets, urinals, showers and sinks
- Clean windows, glass partitions, and mirrors
- Empty garbage
- Replace paper products and hand soaps
- Change light bulbs
- Clean and polish furniture
- Keep storage areas cleaned and organized
- Set-up and take down furniture/chairs/bleachers as needed
- Maintain inventory
- Complete reports for maintenance repairs

Organization responsibilities

- participate in all mandatory staff scheduled events, including regular meetings
- contribute to community life by serving where needed
- Take part in all scheduled activities
- Meet regularly for staff meetings
- Meet periodically with Facilities Manager

More Questions? Contact Ron Cashdollar at 412/321-1678, ext. 532 or rcashdollar@pittsburghproject.org

Guesthouse Host

(\$2000 first year, \$2500 second year, \$3000 three or more years)

The Guesthouse Host is responsible for providing a hospitable, reliable, flexible, and organized presence on the first floor of The Pittsburgh Project's Guesthouse. This person is a friendly face who will assist Service Camp program participants as their "go-to" person, oversee the recreation room, monitor all building activities and provide administrative support as needed. **This person must live at the Project and must be at least 20 years old.** In addition to caring for and nurturing people as a member of the Service Camp team, the Guesthouse Staff member will do the following:

- Model an intentional Christian faith
- Demonstrate Christ-like hospitality through service and kindness to all Service Camp participants and homeowners
- Provide a helpful and hospitable presence while monitoring who enters and exits the building
- Answer questions and meet needs of Service Camp participants

- Oversee daily operation of the recreation room (distribute & collect recreation/game equipment)
- Perform daily walk through of Service Camp rooms
- Correspond with facilities staff in regard to building maintenance issues
- Assist the Resident Assistant in implementing and communicating policies and announcements to those living in the guesthouse
- Serve as a liaison between those living in the guesthouse and year-round staff
- Contact appropriate authority in case of an emergency
- Provide first aid supplies when nurse is unavailable
- Participate as a member of the Service Camp team with the distinct role of Guesthouse Host, but with a willingness to contribute to the team as needed
- Complete assigned administrative responsibilities, and assist with data entry and other Service Camp administrative tasks as needed
- Refill Service Camp notebooks weekly
- Assist Service Camp Staff by facilitating nightly group Bible discussions for about 30 teenagers addressing topic like Christian servant leadership, mercy, loving your neighbor, and justice (optional)
- Contribute to community life by serving where needed
- Live onsite in staff quarters while camp is in session
- Meet regularly for staff and community meetings
- Attend weekly Service Camp Staff meeting with the Service Camp Supervisor
- Meet periodically with the Homeowner Services Manager

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Service Camp Staff

(\$2000 first year, \$2500 second year, \$3000 three or more years)

Service Camp Staff are responsible for the programmatic and relational elements of our residential Summer Service Camp. Service Camp Staff are also responsible for the preparation, outfitting, and care of work crews of teenagers in grades 6-12, and their adult leaders, who perform home repairs for elderly and disabled homeowners, for each of the 8 one-week sessions. Staff will build redemptive and relational bridges among teenagers and vulnerable homeowners. By serving Service Camp participants both on and off our campus, staff will demonstrate relational hospitality modeled after Christ. **These staff members must live at The Project and be at least 20 years old.** Having your own vehicle* is helpful/preferred, but not required. Job responsibilities include the following:

- Model an intentional Christian faith
- Demonstrate Christ-like hospitality through service and kindness to all Service Camp participants and homeowners
- Serve as a high-energy role model for Service Camp participants, learning names of campers and building friendships with those teenagers ages 12-18 throughout each of the 8 one-week sessions
- Run daily program for up to 200 campers including up-front skits, disc jockeying at meals, setting-up, running and breaking down evening special events, and facilitating small and large group initiative games
- Travel* to worksites daily to visit homeowners and work crews. At the beginning of the week, take pictures and video of the home repair being performed by students at worksites. Throughout the week, assist craftsmen staff in providing for work crews
- Organize tools and supplies for work crews and help to unload the weekly delivery truck
- Build friendships with and act as a liaison for vulnerable homeowners and students as you work alongside of them during daily worksite visits
- Facilitate nightly group Bible discussions for about 30 teenagers addressing topics like Christian servant leadership, mercy, loving your neighbor, and justice

- Take an active part in "Club," our large group time of worship, skit, and talk
- Share your personal testimony with the entire camp several times throughout the summer
- Act as a server in the dining hall during breakfast and dinner, as needed □ Help with warehouse duty
- Facilitate nightly lights-out for campers
- Take part in all scheduled events
- Live onsite in the staff quarters while camp is in session
- Contribute to community life by serving where needed
- Attend weekly Service Camp Staff meeting with the Service Camp Supervisor
- Meet regularly for staff and community meetings
- *The Pittsburgh Project will pay for work-related gas and oil expenses

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Service Camp Video Staff

(\$2000 first year, \$2500 second year, \$3000 three or more years, unless work experience allows for negotiation)

The Video Staff will work at our Service Camp to shoot, edit and duplicate the Service Camp video for each of the 8 one-week sessions. This video is typically 15-20 minutes long. The purpose of the Service Camp video is to provide a quality product that highlights the most memorable or impacting moments of students' week at The Pittsburgh Project. The aim of this ministry is to glorify God by respectfully filming His people as they live out the purpose statement of The Pittsburgh Project. All equipment needed for the video position is provided. Responsibilities include the following:

- Model an intentional Christian faith
- Demonstrate Christ-like hospitality through service and kindness to all Service Camp participants and homeowners
- Shoot video at on-site camp events and at worksites
- Edit footage (both shot by you and other people) and create the Service Camp weekly video
- Purchase music rights for background music
- Duplicate the video to DVD format
- Sales distribution of DVDs
- Labeling and casing DVDs
- Manage time efficiently so that the video is ready for distribution on the closing day of each camp session
- Keep track of all video shooting, editing, and duplicating equipment
- Work in a friendly and engaging manner with teenage camp participants and their leaders to set up good shots
- Interact respectfully with elderly homeowners while shooting footage at their home
- Travel with Service Camp Staff to worksites to shoot footage
- Work as part of the Service Camp team
- Meet regularly for staff and community meetings
- Meet periodically with the Service Camp Supervisor and attend the weekly Service Camp meeting, as able

Since a new video is created each week, the daily tasks of the Video Staff vary. Time at the beginning of the week is spent shooting video while time at the end of the week is spent editing and duplicating the video.

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Sound Technician & Multimedia Assistant

(\$2000 first year, \$2500 second year, \$3000 three or more years)

The Multimedia Production Assistant is responsible for operating and taking care of sound, lighting, and multimedia equipment for our summer camp programming. Most of the duties for the position relate to the large group gatherings, which occur in our renovated Sanctuary space, located in a former Catholic church sanctuary. It is a unique position in that work includes contact and support for the residential Service Camp (200 participants), and Elementary (100 participants) and Middle School (70 participants) Day Camps. It is vitally important that this individual is on time, set up, and ready for worship, music and programming. This person is considered a member of the Service Camp team. Job responsibilities include the following:

- Set up and prepare for any production, including setting up microphones, keyboards, drums, placing monitors
- Work analog mixing console throughout morning and evening programs including mixing for a worship band with 6-8 vocals and instrumentalists
- Work any multimedia needed, including importing digital pictures for slide shows, running PowerPoint, and showing video clips
- Work production lighting console
- Maintain production equipment
- Assist Service Camp Staff by facilitating nightly group Bible discussions for about 30 teenagers addressing topics like Christian servant leadership, mercy, loving your neighbor, and justice (as needed)
- Facilitate small and large group initiative games with teenagers (as needed)
- Travel to worksites several times a week to visit homeowners and take pictures and video of the home repair being performed by students at worksites (as needed)
- Contribute to community life by serving where needed
- Attend weekly Service Camp Staff meeting with the Service Camp Supervisor
- Meet regularly for staff and community meetings
- Model an intentional Christian faith
- Demonstrate Christ-like hospitality through service and kindness to all Service Camp participants and homeowners
- Troubleshoot projector and multimedia issues

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Summer Service Camp Supervisor

(Commensurate with experience)

The Summer Camp Supervisor provides oversight for summer service camp staff and camp participants while camp is in session. He/She provides spiritual leadership and community building activities for a team of 15-20 college-age people who are serving senior high and junior high students and elderly homeowners in Pittsburgh. He/She is also responsible for providing leadership and troubleshooting for all service camp leaders and students. The Pittsburgh Project is a non-profit, Christian organization with a 32-year track record of developing servant leaders and serving the city's most vulnerable residents. We operate a summer camp for 1400-1600 urban/suburban young people, over 8 weeks, that deploys them to perform free home repairs for Pittsburgh's in-need, elderly and disabled homeowners. The Pittsburgh Project is seeking an energetic, responsible, self-motivated leader for the Summer Service Camp Supervisor position. It is expected that the Summer Service Camp Supervisor will strive to live his/her life in a way that is honoring to God. Job responsibilities include the following:

Camp responsibilities (70% of position)

- Lead service camp staff training and orientation (May 29-June 8)

- Oversee service camp staff as they minister to camp participants during afternoon free-time (4:00-6:00 pm) and at dinner (5:45-7:00pm)
- Check-in with, troubleshoot for, and provide leadership for all service camp participants
- Oversee and emcee morning & evening CLUB, discussion groups, and evening activities, making sure they are well-run, spiritually significant, youth-engaging and on-schedule
- Serve as a liaison for service camp needs and troubleshoot any issues that may come up with the worship band, kitchen staff, and facilities staff, as needed
- Lead morning & evening prayer for staff and service camp participants
- Lead weekly service camp staff “check in” and bonding time
- Lead opening day service camp staff meeting (noon on Sunday or Monday)
- Lead mid-week leaders’ meeting for the adults that participate in service camp (9:30pm Wednesday)
- Lead closing-day morning send-off for service camp participants (either Friday or Saturday AM)
- Meet with service camp staff for discipleship, spiritual direction and support as they experience the joys and challenges of ministry, at least weekly
- Organize activities that facilitate spiritual growth and community building among service camp staff

Administrative responsibilities (30% of position)

- Create a weekly staff schedule that assigns service camp staff to their weekly roles and program assignments
- Meet with staff to develop and run through testimonies
- Provide oversight of the development and implementation of the morning skit and evening club game
- Provide leadership in developing discussion group curriculum
- Create slides for morning quiet time/reflection/devotions in sanctuary
- Provide lunch for opening day service camp staff meeting
- Provide snack at weekly service camp staff “check in” (not opening day)
- Mediate staff or camper/leader conflicts
- Contribute to community life by serving where needed
- Meet weekly with the Director of Homeowner Services and/or Homeowner Services Manager

The Summer Service Camp Supervisor must be **at least 23 years old and profess faith in Christ**. If needed, lodging along with most meals will be provided throughout the summer, free of charge. This is a full-time summer position with a fixed, work schedule. Start date: May 21/End date: August 10

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Homeowner Services Administrative Assistant

(\$2,000 first summer, \$2,500 second summer, \$3000 three or more years)

The Homeowner Services Administrative Assistant is responsible for providing administrative support to the Homeowner Services team. This person will be responsible for all communication between elderly and/or disabled homeowners and The Pittsburgh Project. This person should be known for his/her attention to detail, ability to take direction and then work independently, and patience while interacting with the elderly and/or disabled persons. This person will also assist the Homeowner Services Manager with any administrative tasks that are necessary to ensure that all details are cared for each week of Service Camp. The Homeowner Services Administrative Assistant will be responsible for the following:

- Model an intentional Christian faith
- Demonstrate Christ-like hospitality through service and kindness to all Service Camp participants and homeowners
- Return all homeowner phone calls & make weekly reminder calls
- Keep the Homeowner Services Database up-to-date

- Send out homeowner applications and received application letters
- Gather and enter all Homeowner Services receipts for the monthly purchasing report
- Track unfinished work, homeowner evaluations, and materials/supplies left at worksites
- Tally repairs, spending, and volunteer hours for specific grant projects
- Complete all SHIP related paperwork and data collection
- Assist Homeowner Services Manager with various administrative tasks and special projects related to Service Camp and Homeowner Services
- Participate in arrival and registration during opening day of Service Camp each week
- Occasionally work with Guesthouse Staff on tasks and help monitor guesthouse front desk
- Contribute to community life by serving where needed
- Take part in all scheduled activities
- Meet regularly for staff and community meetings
- Meet periodically with Homeowner Services Manager

More Questions? Contact Lauren Pfeiffer at 412/321-1678, ext. 526 or lpfeiffer@pittsburghproject.org

Elementary Day Camp Counselor (Grades K-5)

(\$2000 first year, \$2500 second year, \$3000 three or more years)

Elementary Day Camp Counselors lead children in grades K-5 in our summer day camp. It is vitally important that these staff members enjoy working with urban elementary children and are committed to helping them grow spiritually, academically, and socially. It is also expected that Day Camp teachers will strive to live their lives in a way that is God-honoring both at and away from The Pittsburgh Project.

Elementary Day Camp Staff responsibilities include the following:

- Model an intentional Christian faith
- Welcome day camp participants and their parents
- Supervise a group of 12-16 students through a structured program day
- Build caring, intentional relationships with 12-16 camp participants
- Prepare and implement age-specific activities including Bible, reading, and math lessons, recreation activities, crafts, music, and service projects using resources provided
- Move with the class through program segments and assist as needed
- Assist with breakfast and lunch for camp participants
- Partner with lifeguards to help students during swimming lessons
- Practice effective classroom management skills for a class of 12-16 students
- Counsel camp participants to grow in their relationships with Christ
- **Attend an overnight camp with students**
- Supervise students on field trips
- Maintain accurate and neat records
- Maintain a clean and organized classroom
- Supervise and provide feedback to volunteers
- Supervise and provide feedback to high school Leaders in Training
- Participate in all scheduled events, including staff and community meetings
- Contribute to community life by serving where needed
- Meet periodically with the Elementary Coordinator
- Participate in Youth Development training and attend mandatory weekly meetings
- Assist students in reaching the Youth Development team's long-term outcomes
- Participate in a youth outreach event one evening each week
- It is preferred that Elementary staff live onsite in the staff quarters while camp is in session

More Questions? Contact John Lozecki at 412/321-1678, ext. 530 or jlozecki@pittsburghproject.org

Elementary Program Staff (Grades K-5)

(\$2000 first year, \$2500 second year, \$3000 three or more years)

Elementary Program Staff creatively engage summer day campers (grades K-5) through a variety of activities such as skits, songs, and games. It is vitally important that these staff members enjoy working with urban elementary children and are committed to helping them grow spiritually, academically, and socially. It is also expected that Day Camp staff will strive to live their lives in a way that is God-honoring both at and away from The Pittsburgh Project. Elementary Program Staff responsibilities include the following:

- Model an intentional Christian faith
- Welcome day camp participants and their parents
- Plan and lead large group games
- Build caring, intentional relationships with camp participants
- Keep campers engaged and excited through chants, cheers, and songs
- Coordinate and perform skits
- Assist with breakfast and lunch for camp participants
- Partner with lifeguards to help students during swimming lessons
- Counsel camp participants to grow in their relationships with Christ
- **Attend an overnight camp with students**
- Supervise students on field trips
- Assist coordinator in implementing weekly camp themes
- Supervise and provide feedback to volunteers
- Supervise and provide feedback to high school Leaders in Training
- Fill in for classroom counselors if needed
- Participate in all scheduled events, including staff and community meetings
- Contribute to community life by serving where needed
- Meet periodically with the Elementary Coordinator
- Participate in Youth Development training and attend mandatory weekly meetings
- Assist students in reaching the Youth Development team's long-term outcomes
- Participate in a youth outreach event one evening each week
- It is preferred that Elementary staff live onsite in the staff quarters while camp is in session

More Questions? Contact John Lozecki at 412/321-1678, ext. 530 or jlozecki@pittsburghproject.org

Elementary Day Camp Assistant (Grades K-5)

(\$3200 first summer, \$3600 second year, \$3800 three or more years)

The Elementary Day Camp Assistant works alongside the Elementary Coordinator to provide leadership for the Elementary Day Camp. It is important that this individual is able to communicate and interact appropriately with students, parents, and staff. This individual needs to be a self-starter who possess strong problem solving skills. It is also expected that the Day Camp Assistant will strive to live his/her life in a way that is God-honoring both at and away from The Pittsburgh Project. The Elementary Day Camp Assistant's responsibilities include the following:

The Elementary Day Camp Assistant responsibilities include the following:

Program responsibilities

- Assist with running a successful day camp program that enables elementary age students to grow in positive relationship with God and people
- Help provide oversight for the camp schedule and ensure that classes move to designated program segments

- Work with the Elementary Coordinator to problem solve situations that arise with youth in the Elementary Day Camp
- Work with the Elementary Coordinator to discipline students and to facilitate conflict management
- Complete regular walk-throughs to assure that camp is running smoothly
- Counsel camp participants through their problems and joys toward maturity in Christ
- Build relationships with camp participants that model integrity, encouragement, discipline, and love
- Assist with field trip details including managing behavior and keeping count of students and providing leadership on the busses
- Provide oversight at breakfast and lunch for camp participants
- Communicate with parents of day camp participants as needed
- Complete paperwork (incident reports, etc.) in a timely fashion
- Provide leadership of Day Camp for one week while Camp Coordinator is at sleep away camp with older students.
- Assist the Elementary Coordinator in ongoing training of the Elementary Day Camp staff
- Assist in supervising Elementary Day Camp staff and delegating responsibilities to them
- Attend and help facilitate staff meetings with the Elementary Day Camp staff
- Assist in supervising L.I.T.'s who work in the Elementary Camp and communicate with the Leadership Development Coordinator about issues related to the L.I.T.'s
- Supervise volunteers who assist with Elementary Camp and communicate with the Volunteer Coordinator about issues related to volunteers
- Meet with the Elementary Day Camp Coordinator and staff at the end of the summer to evaluate the camp
- Attend and participate in a weekly community outreach event after camp hours.

Organization responsibilities

- participate in all mandatory staff scheduled events, including regular meetings
- contribute to community life by serving where needed
- meet weekly with the Elementary Coordinator

More Questions? Contact John Lozecki at 412/321-1678, ext. 530 or jlozecki@pittsburghproject.org

Reach Day Camp Counselor (Grades 6-8)

(\$2000 first summer, \$2500 second year, \$3000 three or more years)

Reach Camp Staff work alongside our year-round staff and Reach assistants to teach kids in grades 6-8 who participate in our summer day camp. It is vitally important that these staff members possess strong communication and relational skills and are able to relate to and serve middle school students. It is also expected that teachers will live their lives in a way that is God honoring both at and away from The Pittsburgh Project. In addition to caring for and nurturing young people, Reach Camp Staff responsibilities include the following:

- Model an intentional Christian faith
- Build caring, intentional relationships with ten to fifteen students
- Nurture a sense of community within the middle school team
- Maintain an environment that is conducive to learning and that is God-honoring
- Construct and teach 45-minute Bible study lessons for middle school students
- Construct and teach lessons on life skills
- Partner with parents/guardians in order to discern how best to serve the students
- Move with the team through program segments and assist the Reach Assistants as needed
- Participate in regularly scheduled teacher meetings and community meetings
- Practice effective classroom management skills with groups of 10-15 students

- Maintain a clean work area
- Participate in camp skits
- Meet periodically with the Middle School Coordinator
- Attend Surf City, a weeklong sleep away camp, for middle school students
- Assist students in reaching the Youth Development team's long-term outcomes

More Questions? Contact Natasha Thrasher at 412/321-1678, ext. 550 or nthrasher@pittsburghproject.org

Reach Day Camp Assistant (Grades 6-8)

(\$3200 first year, \$3600 second year, \$3800 three years or more)

The Reach Camp Assistant must demonstrate a faithful commitment to following Jesus Christ, and must be willing to serve on a team to affirm the vision, mission and goals of The Pittsburgh Project. Must at minimum be a junior in college working towards a degree in education, social services, or a related field, and have a minimum of three years' experience working with youth and/or families. Should have excellent interpersonal skills, and able to demonstrate a high degree of initiative, imagination, and creativity. The Reach Day Camp Assistant must be able to provide leadership and direction to a team of teachers and to middle school-aged children in grades 6-8 in our summer day camp. It is vitally important to possess strong communication and relational skills and able to relate to and serve middle school students. It is also expected that staff will live their lives in a way that is God honoring both at and away from The Pittsburgh Project. In addition to caring for and nurturing young people, Reach Camp Assistant's responsibilities include the following:

- Program design and evaluation and provide information as needed to the Middle and High school Coordinator for evaluating the Reach Camp program at the end of the summer
 - Ensure that Reach Camp staff maintains accurate and current records relating to program evaluation, including attendance information
 - Implement curricula for Reach Camp including worship and Bible lesson development
 - Carry out additional responsibilities as determined by the Middle and High school Coordinator
- Program activities and provide supervision for Reach Camp students and problem solve situations that arise
 - Build relationships with Reach Camp students that model integrity, discipline, and encouragement
 - Assist in organizing special events, field trips, a sleep-away camp and service projects for Reach Camp students
 - Provide Reach Camp students with practical strategies for managing their behavior appropriately, implement consequences for inappropriate behavior and mediate conflicts between Reach Camp students
- Program administration and communicate regularly with the parents of Reach Camp students about program expectations and any issues that arise with Reach Camp students
 - Collect attendance information on all Reach Camp students that meets county guidelines
 - Oversight for the physical space needs, materials and supplies needed for the Reach Camp
 - Complete paperwork (incident reports, attendance sheets, etc.) in a timely fashion
- Supervise, attend and assist in orienting and training Reach Camp teachers (two weeks prior to camp start date)
 - Supervise Reach Camp teachers
 - Meet weekly with Reach Camp teachers
 - Ensure that teachers and volunteers promote program objectives, maintain professionalism and create a safe learning environment for youth
 - Assist staff and volunteers in problem solving issues related to the Reach Camp
 - **Attend a weeklong sleep-away camp with students**

More Questions? Contact Natasha Thrasher at 412/321-1678, ext. 550 or nthrasher@pittsburghproject.org

Underground Staff (Grades 9-12)

(\$2000 first year, \$2500 second year, \$3000 three or more years)

Underground Staff work alongside our year-round staff to teach kids in grades 9-12 in our summer day camps. It is vitally important that these staff members possess strong communication and relational skills and are able to relate to and serve high school students. It is also expected that Underground staff will live their lives in a way that is God honoring both at and away from The Pittsburgh Project. **These staff must be at least 21 years old with a valid driver's license.** In addition to caring for and nurturing young people, Underground Staff responsibilities include the following:

- Model an intentional Christian faith
- Prepare and implement age-specific daily programs in large- and small-group settings, including recreation, arts, crafts, music, service projects, outdoor adventure experiences, and Bible lessons for youth, working with other staff as assigned
- Build relationships with camp participants that model integrity, encouragement, discipline, and love
- Counsel camp participants through their problems and joys toward maturity in Christ
- Do relational ministry on an informal and programmed basis
- Prepare and implement outreach programs as assigned
- Facilitate conflict management
- Take part in all scheduled events
- Contribute to community life by serving where needed
- Meet daily for community morning prayer
- Meet regularly for staff and community meetings
- Meet weekly with the Underground Staff Team

More Questions? Contact Natasha Thrasher at 412/321-1678, ext. 550 or nthrasher@pittsburghproject.org

Underground Assistant (Grades 9-12)

(\$3200 first year, \$3600 second year, \$3800 three years or more)

The Underground Assistant must demonstrate a faithful commitment to following Jesus Christ, and must be willing to serve on a team to affirm the vision, mission, and goals of the Pittsburgh Project. It is vitally important that the Underground Assistant possess strong communication and relational skills and is able to relate to and serve underground staff and high school students. The Underground assistant should be a follower of Christ and model this life style at The Pittsburgh Project and away from here. **This person must be at least 21 years old with a valid driver's license.**

Program responsibilities

- Assist with running a successful day camp program that enables high school students to grow in positive relationship with God and people
- Help provide supervision for Underground students and ensure that classes move to designated program segments • work with the Middle and High School Coordinator to problem solve situations that arise with youth in the Underground
- Work with the Middle and High School Coordinator to discipline students and to facilitate conflict management
- Complete regular walk-through to assure that camp is running smoothly
- Counsel camp participants through their problems and joys toward maturity in Christ
- Build relationships with camp participants that model integrity, encouragement, discipline, and love

- Assist with relational ministry on an informal and programmed basis
- **Attend and fully participate in the week of sleep away camp**
- Assist in coordinating field trip details and attend all off-site field trips
- Drive the van for field trips
- Communicate with parents of camp participants as needed
- Fill in for the Middle and High School Coordinator as needed
- Assist with daily attendance sheets
- Complete paperwork (incident reports, etc.) in a timely fashion

Staff supervision responsibilities

- Assist the Middle and High School Coordinator in supervising the Underground staff and delegating responsibilities to them
- Assist the Middle and High School Coordinator in training the Underground staff
- Attend and help facilitate staff meetings with the Underground staff
- Supervise volunteers who assist with the Underground and communicate with the Middle and High School Coordinator about issues related to volunteers
- Meet with Middle and High School Coordinator and staff at the end of the summer to evaluate camp

Organization responsibilities

- Participate in all mandatory staff scheduled events, including regular meetings
- Contribute to community life by serving where needed
- Meet weekly with the Middle and High School Coordinator

More Questions? Contact Natasha Thrasher at 412/321-1678, ext. 550 or nthrasher@pittsburghproject.org

Ecology/Garden Educator

(Commensurate with experience)

TPP is looking for a motivated and passionate person to educate children in kindergarten-eighth grade in subject material related to planting and caring for a garden, understanding where food comes from, nutrition and taking care of the Earth.

This is an hourly position with a pay rate of \$15/hr. The ecology instructor will work 12 hours per week from May 31st-August 11th. During camp (June 15th-August 4th) The ecology instructor will spend 7 hours each week teaching students. These teaching times can be consolidated into two days per week (exact days tbd). The remaining 5 hours will be spent planning and doing general upkeep in the garden spaces. These hours can be done at times of the ecology instructor's choosing as long as the duties are being completed. The ecology instructor reports to the Elementary Coordinator.

A candidate for this position MUST:

Be comfortable working in an openly Christian environment

Be able to obtain all relevant clearances

Be able to carry supplies to and from the garden (across the street) and do the physical labor related to planting and maintaining a garden.

More Questions? Contact John Lozecki at 412/321-1678, ext. 530 or jlozecki@pittsburghproject.org

Leadership Development Assistant – Landscaping

(\$3,800)

The Leadership Development Teacher is responsible to build healthy, purposeful relationships with high school students and to encourage students to grow academically, socially and spiritually. It is vitally important that this individual possesses strong communication and relational skills and is able to relate to and serve high school students. It is expected that all teachers will do their work in ways that reflect The Pittsburgh Project's core values of Relationships, Hopefulness, Servanthood, Integrity, and Excellence and that teachers will live their lives in ways that are God honoring both at and away from The Pittsburgh Project.

Qualifications:

- 22 or older with a valid driver's license
- a solid grasp of the Bible, and a commitment to its final authority over faith and life
- a willingness and ability to articulate one's Christian faith
- a deep love for people as valuable in God's sight
- a commitment to the physical and emotional safety of others
- an ability to operate lawn equipment safely and effectively
- a demonstrated ability to lead a small group of high school age students
- a desire to encourage youth to grow academically, socially, and spiritually
- a willingness to serve and work on a team

Responsibilities:

- mentor students to grow academically, socially and spiritually
- nurture a sense of community within the L.I.T Program while building caring, intentional relationships with the leadership students of The Pittsburgh Project
- plan and participate as needed in service projects with the L.I.T program
- work alongside leadership students in their on-site work placements
- meet individually with L.I.T program participants and challenge them with biblical principles
- promote an environment in the computer lab that is conducive to learning
- travel off-site with L.I.T program participants around Allegheny County mowing lawns and raking leaves.
- interact with county consumers and document landscaping services provided
- assist the Leadership Development Coordinator with administrative tasks
- participate in regularly scheduled meetings and Youth Development training events
- additional responsibilities as determined by the Leadership Development Coordinator

More Questions? Contact Rick Mason at 412/321-1678, ext. 527 or rmason@pittsburghproject.org