



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

### **2017 Summer Staff Position Overview:**

We're looking for people to fill summer staff positions for our summer camps in 2017.

**Staff must be available from May 30 to August 11.**

#### **Questions about any of the positions?**

Contact DeOndra Parker at 412/321-1678, ext. 536 or [dparker@pittsburghproject.org](mailto:dparker@pittsburghproject.org)

#### **Summer staff positions are available in the following departments:**

##### **Lifeguard**

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.

##### **Assistant Head Lifeguard**

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. **This person must at least be 18 years of age.**

##### **Head Lifeguard**

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. **This person must at least be 18 years of age.**

##### **Pool Admissions Coordinator**

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.

## **Guesthouse Host**

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.**

## **Service Camp Staff**

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.

## **Service Camp Video Staff**

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. All equipment needed for the video position is provided.

## **Sound Technician & Multimedia Assistant**

The Sound Technician & Multimedia 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.

## **Summer Service Camp Supervisor**

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 that participate over 8 weeks in our camp 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, **who must be at least 23 years old.**

## **Homeowner Services Administrative Assistant**

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 with any administrative tasks that are necessary to ensure that all details are cared for each week of Service Camp.

### **Elementary Day Camp Assistant (Grade K-5)**

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.

### **Elementary Day Camp Counselor**

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.

### **Elementary Program Staff**

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.

### **Reach Day Camp Assistant**

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.

### **Reach Day Camp Staff**

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.

### **Underground Assistant**

The Underground Assistant 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. **This person must be at least 21 years old with a valid driver's license.**

## **Underground Staff**

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. **Staff must be at least 21 years old with a valid driver's license.**

## **Ecology Instructor**

The Ecology Instructor must be willing to serve on a team to affirm the vision, mission, and goals of the Pittsburgh Project. The Ecology Instructor will assist the Youth Development (YD) staff and students with understanding the basic knowledge and skills used in ecology. The position will require someone with a strong interest in teaching children about the preservation of nature and the importance of it in our community. Applicants must be self-motivated, meticulous, punctual, and friendly. The instructor must be able to conduct and maintain order in a classroom of ages ranging from K through 8<sup>th</sup> grade, and will be required to work outdoors, regardless of weather, early mornings and any special events as needed.

## **Leadership Development Assistant-Landscaping**

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.

## **Summer Camp Residence Director**

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 a 31-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.

## **Food Service Manager Head Chef**

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.

## **Assistant Chef**

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.

## **Kitchen Staff**

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.

### **Kitchen Staff - Cooler Prep**

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.

### **Camp Nurse/EMT**

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.

### **Charles Street Café Manager**

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. 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.

### **Coffee Shop Barista**

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.

### **Administrative Assistant**

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.

### **Caretaker**

Staff in this position has great opportunities to take care of our buildings and grounds, to be hospitable to guests, campers, and families from throughout the neighborhood. They are servant-hearted and like being around young people.

### **Handy Person/Janitor**

Staff in this position has great opportunities to take care of our buildings and grounds, to be hospitable to guests, campers, and families from throughout the neighborhood. They are servant-hearted and like being around young people