



Job Title: Summer Youth Corps Coordinator

Job Class: Part Time/Temporary

- **March 4 - May 10, 2024: 8-10 hrs/wk**
- **May 13 - May 24, 2024: 15-20 hrs/wk**
- **May 28 - July 18, 2024: 30-35 hrs/wk**
- **July 22 - July 26, 2024: 15-20 hrs/wk**

Reports to: Director of Elementary School Literacy

Salary: Per hour, depending on qualifications and experience

Candidate should meet the following requirements:

- Fulfill all duties for the glory of Christ
- Be a professing Christian and be a member in good standing of a local evangelical church
- Be able to communicate effectively: verbal and written
- Be a self-starter and show initiative
- Be personable and capable of engaging and discipling culturally diverse children and youth
- Be equipped to serve families who lack material resources
- Be organized and care for administrative matters related to summer programming
- Be a team player and work well with other staff
- Pass all required background checks

Responsibilities: Casa del Lago Summer Youth Corps Coordinator will be involved in ministry to high school youth. They will support the staff implementation and administration of Casa del Lago's Summer Youth Corps (SYC) program, which will include youth discipleship for 28-32 teenagers who will help lead a summer reading program serving 90-110 elementary kids. Bilingual preferred. Principal duties include the following (35-40 hrs/wk):

Assist Director In Summer Preparation in the following areas before the start of summer camps:

- Serve as the leader of the Summer Youth Corps Staff
- Promoting the SYC program to potential SYC candidates
- Interview and onboard SYC for the summer
- Purchasing and/or preparing curriculum and supplies for SYC discipleship
- Plan workshops outside of or alongside of discipleship curriculum
- Plan SYC training week
- Get familiarized with summer camp curriculum to help with SYC training
- Other similar summer-preparations for camp as needed
- Create and implement plan to keep SYC accountable with their summer role



Training, Leading, and Discipling:

- Assist in training SYC members for summer camp roles
- Assist in assigning summer jobs/roles to SYC
- Equip students to be set up for success and leadership
- Build and establish meaningful and trusting relationships with SYC members
- Oversee SYC during summer roles in order to give consistent feedback on individual work
- Lead in creating and maintaining a safe environment for Youth Corps members at assigned sites
- Know and lead the discipleship curriculum and be prepared, engaged, and disposable to students in order to pour into them
- Meet with students weekly or every other week to discuss/review their work
- Keep track of student hours and report to operations person for SYC payments
- Work together with the program director in keeping metrics, leveling students, and data tracking

Daily Summer Camp Activities:

- Attend all required staff training and staff meetings
- Supervise students in ministry activities
- Carry out disciplinary regulations when necessary
- Be onsite during Summer Programs and ensure that all sites are left clean and secure upon departure
- Participate in the planning and coordination of special events
- Any other tasks as deemed necessary by summer director

For interested applicants, please send your resume to: marlene@casadelago.org