

## **Assistant Director – The Cellar** (Afterschool Program)

### **JOB DESCRIPTION** (part time)

**The Cellar** is an afterschool outreach ministry for high school students (grades 9-12). It is located in the basement of the First Presbyterian Church of Pittsburgh, 320 Sixth Avenue in downtown Pittsburgh. The Cellar is open each Tuesday, Wednesday and Thursday from 3-6 pm. An average of 50 students attend each session. Most of the students come to us from two downtown high schools: Urban Pathways 6-12 and City Charter High School, though we have drawn from as many as 28 different high schools. While at The Cellar, students can get a free snack, play video games, pool, foosball, basketball, create arts/crafts, play board games, or just chat with friends. It is a safe hangout space where teens can learn about who Jesus is and the role He can play in their lives.

#### **General Description:**

*The Assistant Director of The Cellar* works with the Director to ensure the success of the program. He/she assists, when requested, with organizing program activities, preparing food/snacks, and monitoring and disciplining students (when necessary). This is a very hands-on position. The Assistant Director has direct contact with the student participants. In the Director's absence, the Assistant Director must be prepared to step in and take overall responsibility for running the program.

#### **Character and Experience:**

The Assistant Director must be a mature follower of Jesus Christ and have a passion to share His plan for mankind with the students on a one-to-one or group basis, as opportunities arise. He/she must also have a thorough understanding of urban teenagers and have a heart to serve them.

#### **Days/Hours: Tuesday, Wednesday and Thursday from 2:00 pm – 6:00 pm.**

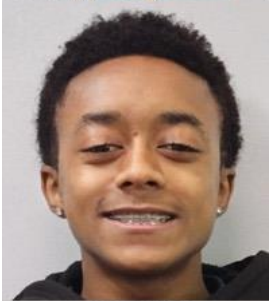
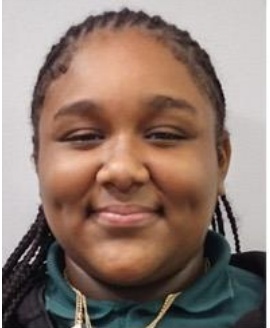
This includes time for food and activity preparation before the doors are opened.

#### **Supervision:**

This position reports to the Director of The Cellar.

#### **Primary Responsibilities:**

- Assist the Director with the cooking /baking of food items using the Cellar kitchenette or commercial kitchen, as needed.
- Assist with the setup of packaged snack areas in the kitchenette, hot entrees and beverages (as applicable).
- Greet students as they arrive.



- Ensure that each student signs in upon arrival and that a complete and legible student data form is available for each student. (If the student is a first-time participant, provide the student with a form to complete).
- Monitor the students in the program area, hallways and restroom entrances and correct student behavior as needed.
- Review the “Rules of the Cellar” with all new participants.
- Contact parents, when necessary, to confirm student data.
- Perform other duties, as needed, at the request of the Director.

**To Apply:**

Send resume/cover statement to Cheryl Swartz at [cswartz@fpcp.org](mailto:cswartz@fpcp.org) or contact her by phone at 412-471-3436 x220 for more information.

*This would be a fun part-time position for a college student with a heart for evangelism.*

