



Position Announcement Part-Time Site Manager Summer 2019

AMEN|Saint Louis – A Ministry Embracing the Neighborhood.

We are a ministry of Oak Hill Presbyterian Church, a small, urban church, located in South St. Louis, Missouri. We provide mission experiences, retreats summer camps and housing for church groups, youth groups, college groups, activists, and others seeking to serve in the city. Each summer, we hire a site manager to welcome, orient, and assist the visiting teams and camps. We are looking for someone with energy and organizational skills, who loves working with people (especially youth), who is detail-oriented and can manage some administrative tasks, who can who can make sure visiting groups have what they need, and who can think ahead and notice new ways we can better welcome and serve others.

The rate of pay for this position is \$15 per hour, 20-25 hours per week. Mileage will be reimbursed. Start date and end date are negotiable but generally would be May 20 - August 16, 2019.

Job Requirements

- Access to a vehicle and valid driver's license.
- Standard background check
- 1+ years of experience in ministry
- 1+ years of experience working with youth
- 18 or older

Summer Site Manager Responsibilities

- Welcome and send off visiting mission groups, ensuring that they are fully comfortable and oriented to their accommodations while visiting AMEN House. This includes being available to answer questions about the facility that may come up after hours via text or phone call.
- Lead faith-based programming about systemic injustice and faith formation. Prior experience with anti-oppression education and/or group facilitation is a plus, but not necessary. Training will be provided by AMEN. Willingness and comfort with leading challenging conversations about race and privilege is a must.



Summer Site Manager Responsibilities (Cont'd)

- Collaborate with the Director in designing and leading worship and faith reflection experiences for visitors. Music leadership skills are a plus but not required.
- Provide a pastoral presence to visiting teams as needed for processing their experience and integrating challenging new information into their worldview.
- Responsible for contributing content to website and social media.
- Accompany groups to work sites and introduce them to their site supervisor, helping to maintain good relationships with our partner organizations through excellent communication and detail coordination. This will occasionally include staying at the site with the group to volunteer for varying periods of time.
- Ensuring that evaluations are collected from all visiting groups and helping to enter data from these evaluations into an online format.
- Collaborating with the Director in preparing and maintaining all paperwork for visitors.
- Troubleshoot problems at the house or with groups; make adjustments to schedules as needed, able to be creative and flexible in finding solutions.
- Generally be available 8 AM – 1 PM during the week and Tuesday evenings. Additional hours in the afternoons and evenings will be available to facilitate programming for AMEN visiting groups.
- Supervise house cleaning and paper supplies. Prepare house for guests each week.
- Manage and submit receipts for Prepaid Debit Card which is provided to purchase needed supplies. Log all hours, mileage, and summary of activities each week.
- Occasionally assist the Director in program development and administration, which can include fundraising activities, research, continuing education for leadership, and promoting.
- Other responsibilities may be assigned by the AMEN Director.

This position is supervised by the AMEN St. Louis Director, with additional reporting to the Pastor and a designated member of the Oak Hill Mission Committee. If you are interested in applying for this position, please send a resume and cover letter to amenstlouis@gmail.com with the subject line Summer Site Manager.

Posting Date: March 20, 2019