

The Pittsburgh Project

2010 Summer Staff Position Overviews

We're looking for people to fill summer staff positions for our summer camps in 2010. Each position pays a stipend, in addition to providing most meals while camp is in session, and if you need it, lodging for the whole summer work season. Staff must be available from June 1 to August 11.

Our Minimum Requirements:

- a knowledge and experience of the saving grace of Jesus Christ
- a love of God and a desire to honor and serve God in all aspects of life
- a commitment to the final Lordship of Jesus Christ over life
- a commitment to the final authority of Scripture over faith and life
- a willingness and ability to demonstrate and articulate one's Christian faith
- a deep love for people as valuable in God's sight
- a commitment to racial reconciliation as a primary mission of the church
- a commitment to relational ministry to young people in grades K-12
- a commitment to work diligently and within an irregular schedule
- a commitment to working with and investing in other staff as a part of a team
- ongoing participation in a church
- a 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. However, please hold to the following final deadlines:

1. Complete and return the application between today and March 12, 2010
2. We will contact you within 2 weeks of receiving your application to let you know the status of your application.

Our Summer Schedule for 2010:

Dates	Activities
*June 1-4	Arrive, orientation, briefing
June 7-11	Summer staff training and camp setup
June 14-August 7	Camp sessions
August 8-11	Camp tear-down, debriefing, evaluation

*Exceptions may be made at the discretion of your supervisor.

Summer staff positions are available in the following departments of The Pittsburgh Project.

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Lifeguard **(\$1900 first summer, \$2400 returning)**

Lifeguards will guard across the street from The Pittsburgh Project at Fowler Pool. This facility will serve the young people in the camps and our neighbors. At the swimming pool, typical lifeguard duties include guarding the pool, light maintenance (including lifting) and cleaning, and building relationships with the neighbors and students. Applicants must be at least eighteen (18) years of age.

Lifeguards will have a great opportunity to serve both the campers and community with their work. They must be servant-hearted who like being around young people. Job responsibilities include the following activities:

- **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**
- **Assist in aquatic programs**
- **Build relationships with the swimmers and other guest at the pool**
- **Keep attendance and maintain accurate records**
- **Attend in-service training**
- **Attend and participate in other activities**
- **Contribute to community life by serving where needed**

A typical day for a Lifeguard may look something like this:

Monday – Friday:	10:00 – 10:45 am	Swim Lessons
	11:00 – 11:45 am	Swim Lessons
	12:45 – 1:00 pm	Break
	1:00 – 8:00 pm	Open Swim
Saturday:	12:00 – 12:45 pm	In-Service Training (every three weeks)
	12:45 – 1:00 pm	Break
	1:00 – 6:00 pm	Open Swim
Sunday:	1:00 – 6:00 pm	Open Swim

Questions about this position?

Contact Will Thompkins at 412/321-1678, ext. 130 or wthompkins@pittsburghproject.org

Assistant Head Lifeguard (\$2600)

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.

- **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**
- **Meet periodically with Pool Manager**

A typical day for the Assistant Head Lifeguard may look something like this:

Monday – Friday:	10:00 – 10:45 am	Swim Lessons
	11:00 – 11:45 am	Swim Lessons
	12:45 – 1:00 pm	Break
	1:00 - 8:00 pm	Swim
Saturday:	12: 00 – 12:45 pm	In-Service Training (every three weeks)
	12:45 – 1:00 pm	Break
	1:00 - 6:00 pm	Open Swim
Sunday:	1:00 - 6:00 pm	Open Swim

Questions about this position?

Contact Will Thompkins at 412/321-1678, ext. 130 or wthompkins@pittsburghproject.org

Head Lifeguard (\$2800)

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:

- **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**
- **Meet periodically with Pool Manager**

A typical day for the Head Lifeguard may look something like this:

Monday – Friday:	10:00 – 10:45 am	Swim Lessons
	11:00 – 11:45 am	Swim Lessons
	12:45 – 1:00 pm	Break
	1:00 – 8:00 pm	Open Swim
Saturday:	12:00 – 12:45 pm	In-Service Training (every three weeks)
	12:45 – 1:00 pm	Break
	1:00 – 6:00 pm	Open Swim
Sunday:	1:00 – 6:00 pm	Open Swim

Questions about this position?

Contact Will Thompkins at 412/321-1678, ext. 130 or wthompkins@pittsburghproject.org

Pool Admissions Coordinator (\$1900 first summer, \$2400 returning)

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

- **Welcome swimmers and insure 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 Director of Community Outreach, Pool Manager, Head Lifeguard and remaining pool staff to insure that pool is prepared for operation**
- **Insure that reception and exterior front of the bathhouse are free of debris and other items**

The Pool Admissions Coordinator's typical work schedule will be:

Monday – Friday: 10:30 – 6:00 pm

Saturday: 11:30 – 6:00 pm

Sunday: 12:30 – 6:00 pm

Questions about this position?

Contact Will Thompkins at 412/321-1678, ext. 130 or wthompkins@pittsburghproject.org

Guesthouse Staff **(\$1900 first summer, \$2400 returning)**

The Guesthouse Staff member is responsible for providing a hospitable, reliable, 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, oversee the recreation room, provide administrative support, and monitor all building activities. **This person must live at the Project and must be at least 20 years old.** In addition to caring for and nurturing people, the Guesthouse Staff member will do the following:

- Provide a hospitable presence and monitor 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, rearrange furniture, open & close garage doors)
 - Correspond with facilities staff in regard to building maintenance issues
 - Contact appropriate authority in case of an emergency
 - Assist Service Camp Coordinator on opening days of Service Camp
 - Offer administrative assistance to Service Camp and perform data entry or other clerical projects as needed
 - *Assist Service Camp Program Staff by facilitating nightly group Bible discussions for about 30 teenagers addressing topics 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
- Attend weekly Service Camp Staff lunch with the Service Camp Coordinator**

A typical day for the Guesthouse Staff member looks something like this:

7:00 am	Open Guesthouse and work the front desk
8:30	Attend morning Club
9:00-12:00 pm	Close Guesthouse, check rooms, various administrative tasks
12:00	Off
3:30	Open Guesthouse and recreation room, work the front desk
5:45	Dinner
6:15-7:00	Guesthouse
7:00	Attend Service Camp large group worship (optional)*
8:30	Lead Service Camp discussion group (optional)*
8:30	Open recreation room
11:00	End of Day

***see Service Camp Program Staff description for more information**

Questions about this position?

**Contact 412/321-1678 for either Lauren Albert ext. 153 lalbert@pittsburghproject.org
or Amy Cornelius ext. 126 acornelius@pittsburghproject.org**

Multimedia/Production Assistant

(\$1900 first summer, \$2400 returning)

The Multimedia Production Assistant is responsible for operating and taking care of sound, video, 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. It is vitally important that this individual is on time, set up, and ready for worship, music and programming. It is also expected that the Production Assistant lives his or her life in a way that is God-honoring both at and away from The Pittsburgh Project, refraining from any words or actions that might jeopardize his or her Christian witness. **This staff member must live at The Project.** 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
- Work any multi media needed, including importing digital pictures for slide shows, running Powerpoint, and showing video clips
- Work production lighting console
- Maintaining Production equipment
- Sales distribution of picture CDs and DVDs
- Labeling and casing picture CDs and DVDs
- *Assist Service Camp Program 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
- Meet periodically for staff lunch
- Meet regularly for staff and community meetings
- Meet with the High School Coordinator periodically

A typical day for the Multimedia/Production Assistant looks something like this:

7:50	Programming preparation
8:00	Morning devotions (sound and powerpoint)
9:00	Elementary Day Camp programming
1:00	REACH Middle School worship and programming
2:00	Free time
6:00	Dinner/ Programming preparation
7:00	Service Camp programming
9:00	Evening special event

Questions about this position?

Contact Amy Cornelius at 412/321-1678, ext. 126 or acornelius@pittsburghproject.org

Service Camp Program Staff **(\$1900 first summer, \$2400 returning)**

Service Camp Program Staff are responsible for the programmatic and relational elements of our residential Summer Service Camp. Staff serve teenagers in grades 6-12, and their adult leaders who perform home repairs for elderly homeowners for each of the 9 one-week sessions. Building redemptive relationships with participating teenagers is of vital importance; experience in youth ministry is helpful. These staff members must live at The Project and must be at least 20 years old. In addition to nurturing people, Service Camp Program Staff will do the following:

- **Serve as high-energy role models for Service Camp participants, learning names of and building friendships with teenagers ages 12-18 throughout each of the 9 one-week home repair sessions**
- **Run daily program for 260 campers including upfront skits, disc jockeying at meals, setting-up, running and breaking-down evening special events**
- **Traveling to worksites several times a week to visit homeowners and take pictures and video of the home repair being performed by students at worksites**
- **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**
- **Facilitate small and large group initiative games with teenagers**
- **Act as a server in the dining hall during breakfast and dinner**
- **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 lunch with the Service Camp Coordinator**
- **Meet daily for community morning prayer (optional)**
- **Meet regularly for staff and community meetings**

A typical day for Service Camp Staff looks something like this:

6:30 am	Rise and shine
6:45	Community morning prayer (Optional)
7:15	Service Camp breakfast
8:00	Morning Club and Send off for worksite groups
10:00	Drive to worksites to video and photograph camp participants at worksites
11:30	Lunch
12:00 pm	Staff rest, shower, free time
4:00	Facilitate camp participants' free time activities
5:45	Service Camp dinner
7:00	Service Camp Club
8:30	Facilitate Evening Discussion Groups
9:00	Evening recreation
10:30	Send campers to bed

Questions about this position?

Contact Amy Cornelius at 412/321-167, ext. 126 or acornelius@pittsburghproject.org

***Service Camp Worksite Liaisons (\$1900 first summer, \$2400 returning)**

Worksite Liaisons are responsible for the preparation, outfitting, and care of work crews of teenagers and adults who participate in our Service Camps. They also build relational bridges among teenagers and vulnerable homeowners. *These staff members must be able to use their own vehicles*. Job responsibilities include the following activities:

- **Organize tools and supplies for work crews**
 - **Obtain and deliver needed materials from our warehouse for worksites**
 - **Travel in your own vehicle* to 4 worksites in the city of Pittsburgh each day**
 - **Troubleshoot construction work alongside student work crews**
 - **Serve as a liaison between work crews and vulnerable homeowners**
 - **Build friendships with vulnerable homeowners**
 - **Evaluate and report on the progress of work crews**
 - **Help to load/unload delivery trucks**
 - **Share your personal testimony with the camp, if called upon**
 - **Take part in all scheduled events**
 - **Contribute to community life by serving where needed**
 - **Meet regularly for staff and community meetings**
 - **Meet periodically with the Director of Homeowner Services**
- *The Pittsburgh Project will pay for work-related gas and oil expenses**

A typical day for Worksite Liaisons looks something like this:

6:45 am	Community morning prayer (optional)
7:30	Service Camp breakfast
8:00	Gather tools and materials for worksites
9:00	Load-up and send work crews to worksites
9:30	Drive to assigned worksites and assist work teams
4:00 pm	Occasional warehouse duty/ end of day
7:00	Service Camp Club (optional)
8:30	Facilitate Evening Discussion Groups (optional)

Questions about this position?

Contact Lauren Albert at 412/321-1678, ext. 153 or lalbert@pittsburghproject.org

***Service Camp Warehouse Liaison
(\$1900 first summer, \$2400 returning)**

The Warehouse Liaison is responsible for the oversight of the warehouse to help prepare, outfit, and care for work crews of teenagers and adults who participate in our Service Camps.

***These staff members must be able to use their own vehicles*. Job responsibilities include the following activities:**

- **Work in a friendly and hospitable manner with teenage camp participants and their leaders while equipping them to perform home repair**
 - **Organize tools and supplies for work crews**
 - **Obtain, deliver, and retrieve needed tools and supplies to or from the warehouse**
 - **Maintain the warehouse by overseeing inventory, tool function, tool boxes, and cleanliness**
 - **Travel in your own vehicle* to worksites in the city of Pittsburgh**
 - **Help to load/unload delivery trucks**
 - **Share your personal testimony with the camp, if called upon**
 - **Take part in all scheduled events**
 - **Contribute to community life by serving where needed**
 - **Meet regularly for staff and community meetings**
 - **Meet periodically with the Director of Homeowner Services**
- *The Pittsburgh Project will pay for work-related gas and oil expenses**

A typical day for the Warehouse Liaison looks something like this:

6:45 am	Community morning prayer (optional)
7:30	Service Camp breakfast
8:00	Gather tools and materials for worksites
9:00	Load-up and send work crews to worksites
9:30	Maintain warehouse (obtain, deliver, retrieve tools/supplies)
4:00 pm	Warehouse duty/ end of day
7:00	Service Camp Club (optional)
8:30	Facilitate Evening Discussion Groups with Service Campers (optional)

Questions about this position?

Contact Lauren Albert at 412/321-1678, ext. 153 or lalbert@pittsburghproject.org

Video Staff **(\$1900 first summer, \$2400 returning)**

The Video Staff will work at our Service Camp to shoot, edit and duplicate the Service Camp video for each of 9 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:

- Shooting video at on-site camp events and at worksites
- Editing and creating the Service Camp video
- Duplicating the video to DVD format
- Managing time efficiently so that the video is ready for distribution on the closing day of each camp session
- Working in a friendly and engaging manner with teenage camp participants and their leaders to set up good shots
- Interacting respectfully with elderly homeowners while shooting footage at their home
- Traveling with Service Camp Staff to worksites to shoot footage
- Working as part of the Service Camp Staff team
- Meet daily for community morning prayer (optional)
- Meet regularly for staff and community meetings
- Meeting periodically with the Service Camp coordinator

Since a new video is creating 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. A day for the video staff looks something like this:

7:00 am	Community morning prayer (optional)
7:30	Service Camp breakfast
8:30	Shoot onsite footage at Service Camp
10:00	Drive to worksites to video and photograph camp participants/ or capture and edit footage
2:00 pm	Staff rest, shower, free time
6:00	Service Camp dinner
7:00	Shoot Service Camp Club footage / or capture and edit footage
9:00	Shoot evening activity footage / or capture and edit footage

Questions about this position?

Contact Amy Cornelius at 412/321-1678, ext. 126 or acornelius@pittsburghproject.org

B.A.S.I.C. Day Camp Assistant

B.A.S.I.C. Day Camp Staff work alongside our year-round staff to operate nonresidential summer camps for urban kids in grades K-5. Building healthy relationships with participating young people is of vital importance.

The B.A.S.I.C. 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 B.A.S.I.C. 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 relational ministry on an informal and programmed basis**
- **assist with details and behavior management of students at our overnight camp**
- **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**
- **assist with daily attendance and monthly attendance sheets**
- **complete paperwork (incident reports, etc.) in a timely fashion**

Staff supervision responsibilities

- **assist the Elementary Coordinator in ongoing training of the B.A.S.I.C. Day Camp staff**
- **assist in supervising B.A.S.I.C. Day Camp staff and delegating responsibilities to them**
- **attend and help facilitate staff meetings with the B.A.S.I.C. Day Camp staff**
- **assist in supervising L.I.T.'s who work in the B.A.S.I.C. Camp and communicate with the Leadership Development Coordinator about issues related to the L.I.T.'s**
- **supervise volunteers who assist with B.A.S.I.C. Camp and communicate with the Volunteer Coordinator about issues related to volunteers**
- **meet with the B.A.S.I.C. Day Camp Coordinator and staff at the end of the summer to evaluate the 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 Elementary Coordinator**

Hours are from 7:45 a.m. to 4:30 p.m. as well as attending mandatory community meetings and weekly staff meetings. The Assistant may also need to attend overnight trips.

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

B.A.S.I.C. Day Camp Staff **(\$1900 first summer, \$2400 returning)**

B.A.S.I.C. Day Camp Staff work alongside our year-round staff to teach kids in grades K-5 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 elementary 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, B.A.S.I.C. Camp Staff responsibilities include the following:

- **Supervise a class of 12-16 students through a structured program day**
- **Prepare and implement age-specific activities in large- and small-group settings, including recreation, arts, crafts, music, service projects, and Bible lessons for young people in grades K-5, working with other staff as assigned**
- **Build caring, intentional relationships with 12-16 camp participants**
- **Welcome participants, meet with and invest in parents**
- **Move with the class through program segments and assist the Elementary Coordinator as needed**
- **Coordinate breakfast and lunch for camp participants**
- **Practice effective classroom management skills for a class of 12-16 students**
- **Counsel camp participants to grow in their relationships with Christ**
- **Maintain an environment that is conducive to learning and God-honoring**
- **Participate in all scheduled events, including staff and community meetings**
- **Contribute to community life by serving where needed**
- **Attend an overnight camp with students**
- **Supervise students on field trips**
- **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**

A typical day for B.A.S.I.C. Day Camp Staff looks something like this:

7:00 am **Community morning prayer and breakfast (optional)**
7:45 am **Greet campers and set up classrooms**
8:30 am **B.A.S.I.C. Day Camp structured programming, including breakfast and lunch**
3:30 pm **End of structured time with students. Program planning and set-up, community meetings or staff meetings**
There will be a mandatory weekly staff meeting until 5 PM and occasional mandatory community meetings in the late afternoon.

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

B.A.S.I.C. Camp (Grades K-5) Floater/Substitute Teacher (\$1900 first summer, \$2400 returning)

The B.A.S.I.C. Day Camp Floater Teacher works alongside our year-round staff by filling in for B.A.S.I.C. Camp teachers who are absent and for assisting in tasks to serve students in the B.A.S.I.C. Camp. It is important that this individual possesses strong communication and relational skills and is able to relate to and teach urban, elementary-age 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, B.A.S.I.C. Camp Staff responsibilities include the following:

- **Model an intentional Christian faith**
- **Substitute for B.A.S.I.C. Academy teachers who are absent by supervising a class of 12-16 students through a structured program day**
- **Prepare and implement age-specific activities in large- and small-group settings, including recreation, arts, crafts, music, service projects, and Bible lessons for young people in grades K-5, working with other staff as assigned**
- **Participate in all scheduled events, including staff and community meetings**
- **Contribute to community life by serving where needed**
- **Assist the Elementary Coordinator with program and administrative tasks**
- **Supervise and provide feedback to volunteers**
- **Supervise and provide feedback to high school Leaders in Training**
- **Plan and teach Bible lessons using curriculum provided**
- **Plan and lead reading and math activities using resources provided**
- **Plan and lead recreational activities**
- **Move with the students through program segments and assist instructors as needed**
- **Maintain a classroom environment that is safe and conducive to learning**
- **Supervise students on field trips**
- **Meet periodically with the Elementary Coordinator**
- **Participate in Youth Development training and attend mandatory weekly meetings**
- **Maintain a neat and organized classroom**
- **Practice effective classroom management skills for a class of 12-16 students**

A typical day for B.A.S.I.C. Day Camp Staff looks something like this:

7:00 am Community morning prayer and breakfast (optional)

7:45 am Greet campers and set up classrooms

8:30 am B.A.S.I.C. Day Camp structured programming, including breakfast and lunch

3:30 pm End of structured time with students. Program planning and set-up, community meetings or staff meetings

There will be a mandatory weekly staff meeting until 5 PM and occasional mandatory community meetings in the late afternoon.

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

B.A.S.I.C. Day Camp Performing Arts Teacher (\$1900 first summer, \$2400 returning)

The B.A.S.I.C. Day Camp Performing Arts Teacher works alongside our year-round staff to teach visual arts to kids in grades K-5 in our summer day camps. It is vitally important that this staff member possesses strong communication and relational skills and is able to relate to and serve elementary 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, the Visual Arts Teacher's responsibilities include the following:

- Plan and lead performing arts activities for classes of 12-16 students that encourage students to grow in their faith in Christ and in knowing how much Christ loves them
- Model an intentional Christian faith
- Direct one production to take place during B.A.S.I.C. Camp
- Maintain a classroom environment that is safe and conducive to learning
- Maintain accurate and neat records
- Assist students during breakfast
- Assist with supervising students at dismissal until 3:30 PM
- Assist the Elementary Coordinator as needed
- Practice effective classroom management skills for a class of 12-16 students
- Maintain an environment that is conducive to learning and God-honoring
- Participate in all scheduled events, including staff and community meetings
- Contribute to community life by serving where needed
- Supervise students on field trips
- Meet periodically with the Elementary Coordinator
- Participate in Youth Development training
- Assist students in reaching the Youth Development team's long-term outcomes

A typical day for the B.A.S.I.C. Day Performing Arts Teacher looks something like this:

7:00 am	Community morning prayer (optional)
7:30	Breakfast (optional)
8:00	Greet campers and set up classrooms
8:30	B.A.S.I.C. Day Camp structured programming, including breakfast and lunch
3:30 pm	End of structured time with students. Program planning and set-up, community meetings or staff meetings

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

B.A.S.I.C. Camp Visual Arts Teacher (\$1900 first summer, \$2400 returning)

The B.A.S.I.C. Day Camp Visual Arts Teacher works alongside our year-round staff to teach visual arts to kids in grades K-5 in our summer day camps. It is vitally important that this staff member possesses strong communication and relational skills and is able to relate to and serve elementary 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, the Visual Arts Teacher's responsibilities include the following:

- Plan and lead visual arts activities for classes of 12-16 students that encourage students to grow in their faith in Christ and in knowing how much Christ loves them
- Model an intentional Christian faith
- Maintain a classroom environment that is safe and conducive to learning
- Maintain accurate and neat records
- Assist students during breakfast
- Assist with supervising students at dismissal until 3:30 PM
- Assist the Elementary Coordinator as needed
- Practice effective classroom management skills for a class of 12-16 students
- Maintain an environment that is conducive to learning and God-honoring
- Participate in all scheduled events, including staff and community meetings
- Contribute to community life by serving where needed
- Supervise students on field trips
- Meet periodically with the Elementary Coordinator
- Participate in Youth Development training
- Assist students in reaching the Youth Development team's long-term outcomes

A typical day for the B.A.S.I.C. Day Performing Arts Teacher looks something like this:

7:00 am Community morning prayer (optional)
7:30 Breakfast (optional)
8:00 Greet campers and set up classrooms
8:30 B.A.S.I.C. Day Camp structured programming, including breakfast and lunch
3:30 pm End of structured time with students. Program planning and set-up, community meetings or staff meetings

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

Computer Instructor-B.A.S.I.C. Camp (\$1900 first summer, \$2400 returning)

The Computer Instructor teaches classes of approximately twelve students in grades K-5 as a component of our summer youth development programs. In this context, the computer instructor enables students to grow in positive relationship with God and people and provides students with supplemental education and technology skills. This person should demonstrate a high degree of initiative and creativity and should have prior experience working with kids and working with computer hardware and educational software for children in grades K-12. Job responsibilities include the following:

- **Teach students the selected educational software, assisting students in reaching the computer outcomes appropriate for their grade level**
- **Practice effective classroom management skills for a class of 12-16 students**
- **Maintain an environment that is conducive to learning and God-honoring**
- **Maintain healthy relationships with the teachers in The Pittsburgh Project's youth development programs and with the students participating in computer education**
- **Coordinate breakfast and lunch for camp participants**
- **Participate in all scheduled events, including staff and community meetings**
- **Contribute to community life by serving where needed**
- **Supervise students on field trips**
- **Meet periodically with the Elementary Coordinator**
- **Additional responsibilities as determined by the Elementary Coordinator**
- **Participate in Youth Development training and mandatory weekly meetings**
- **Assist students in reaching the Youth Development team's long-term outcomes**

A typical day for the Computer Instructor looks something like this:

7:00 am Community morning prayer and breakfast (optional)

7:45 am Greet campers and set up classrooms

8:30 am B.A.S.I.C. Day Camp structured programming, including breakfast and lunch

3:30 pm End of structured time with students. Program planning and set-up, community meetings or staff meetings

Questions about this position?

Contact Dionne Edmonds at 412-321-1678, ext. 147 or dedmonds@pittsburghproject.org

Reach Camp Staff **(\$1900 first summer, \$2400 returning)**

Reach Camp Staff work alongside our year-round staff to teach kids in grades 6-8 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 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:

- **Build caring, intentional relationships with ten to fifteen students**
- **Model an intentional Christian faith**
- **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 Middle School Coordinators as needed**
- **Participate in regularly scheduled teacher meetings and community meetings**
- **Practice effective classroom management skills with groups of between 10-15 students**
- **Maintain a clean work area**
- **Participate in camp skits**
- **Meet periodically with the Middle School Coordinator**
- **Attend Surf City, a weeklong sleepaway camp, for middle school students**
- **Assist students in reaching the Youth Development team's long-term outcomes**

7:00 am Community morning prayer (optional)
7:30 Breakfast (weekly meetings, usually Mondays).
8:00 Greet campers and set up classrooms
8:30 Reach Camp structured programming, including breakfast and lunch
3:30 pm End of structured time with students. Program planning and set up, community meeting or relational time with camp participants

Questions about this position?

Contact Steve Singleton at 412-321-1678, ext. 142 or ssingleton@pittsburghproject.org

Kitchen Staff **(\$1900 first summer, \$2400 returning)**

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 activities:

- **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**

A typical day for Kitchen Staff may look something like this (though the schedule might change):

	Shift One	Shift Two	Shift Three
Monday	6:00 am-12:30 pm	6:00 am-12:30 pm	12:00 – 6:00 pm
Tuesday	6:00 am-12:30 pm	6:00 am-12:30 pm	12:00 – 6:00 pm
Wednesday	6:00 am-12:30 pm	6:00 am-12:30 pm	12:00 – 6:00 pm
Thursday	6:00 am-12:30 pm	6:00 am-12:30 pm	12:00 – 6:00 pm
Friday	6:00 am-12:30 pm	6:00 am-12:30 pm	12:00 – 6:00 pm
Saturday	6:00 am-1030 am	OFF	OFF
Sunday	4:00 – 8:30 pm	OFF	OFF

Questions about this position?

Contact Kim Carter at 412/321-1678, ext. 144 or kcarter@pittsburghproject.org

+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. As medical problems arise, duties may include the following:

- **Provide basic first aid**
- **Administer allergy shots**
- **Staff the “infirmary” and care for those who need rest or attention**
- **Secure and accurately dispense medications according to authorization forms and schedules**
- **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**

A typical day for the Camp Nurse/EMT looks something like this:

7:00 am	Community morning prayer (optional)
7:30	Be available at Nurse/EMT station to respond to medical needs
2:00 pm	Rest (on call)
4:00	Be available at Nurse/EMT station to respond to medical needs
7:00	Rest (on call)
11:00	End of Day

Questions about this position?

Contact Kim Carter at 412/321-1678, ext. 144 or kcarter@pittsburghproject.org

Coffee Shop Barista **(\$1900 first summer, \$2400 returning)**

Baristas serve in the Charles Street Café, our neighborhood coffee shop, serving the young people in our camps. 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 activities:

- **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**

A typical day for a Coffee Shop Barista may look something like this:

	Shift One	Shift Two
Monday	10:30 am – 4:30 pm	4:30 – 10:30 pm
Tuesday	10:30 am – 4:30 pm	4:30 – 10:30 pm
Wednesday	10:30 am – 4:30 pm	4:30 – 10:30 pm
Thursday	12:00 – 6:00 pm	OFF
Friday	10:30 am – 4:30 pm	4:30 – 10:30 pm
Saturday	5:30 – 11:30 am	OFF
Sunday	12:30-5:30 pm	5:30 – 10:30 pm

Questions about this position?

Contact Kim Carter at 412/321-1678, ext. 144 or kcarter@pittsburghproject.org

The Pittsburgh Project 2010 Summer Staff Position Application

I am applying for (choose up to two and mark your first choice):

- | | | | |
|----------------------|-----------------------|-----------------------|----------------------|
| Lifeguard | Service Program Staff | Basic Floater/Sub | Reach/Und Computer |
| Asst. Head Lifeguard | Worksite Liaisons | Basic Performing Arts | Kitchen Staff |
| Head Lifeguard | Warehouse Liaison | Basic Visual Arts | Coffee Shop Baristas |
| Pool Admin. Coor. | Video Staff | Basic Computer | Camp Nurse/EMT |
| Guesthouse Staff | Basic Assistant | Reach Camp Staff | |
| Multimedia/Prod. | Basic Day Camp Staff | Reach Music Teacher | |

Would be open to other positions besides my 2 choices

First Name **Middle Name** **Last Name**

Date of Birth **Cellular Phone** **Home Phone**

Permanent Street Address (use this address after ___/___/2010)

City **State** **ZIP**

If Student, University Currently Attending **Years Completed** **College Major**

College Mailing Address (use this address until ___/___/2010) **College Phone**

City **State** **ZIP**

Email Address

Reference #1 – Professor or Employer (please circle) Phone Email

Reference #2 – Pastor, Youth Pastor,
or Campus Minister (please circle) Phone Email

Reference #3 – Mentor or Ministry Supervisor,
Or Professor (circle one) Phone Email

*Please inform your references that we may contact them by phone or email.
Please, do not list relatives as references.*

Return By March 12, 2010, To:
The Pittsburgh Project 2801 North Charles Street Pittsburgh, PA 15214-3110
Telephone: 412/321-1678 Facsimile: 412/321-3813
Email: headquarters@pittsburghproject.org URL: www.pittsburghproject.org

Please list present and/or recent work experience:

Employer Supervisor's Name and Phone Number Dates of Employment	Job Title Responsibilities
1.	
2.	
3.	

Please write or type answers to the following questions and submit them on a separate sheet. Five to eight sentences should be an approximate range for each answer.

- 1. Describe a recent job experience. What tasks did you enjoy? What tasks did you least enjoy? Why?**
- 2. What compels you to apply for a summer position with The Pittsburgh Project?**
- 3. What are your interests and free time activities?**
- 4. Please describe your relationship with Jesus Christ.**
- 5. What is one Bible passage that is significant to you, and why?**
- 6. What do you see as needs of urban communities? What are some good things about the city?**
- 7. What do you see as needs of suburban communities? What are some good things about the suburbs?**
- 8. How do you live out racial reconciliation in your life?**
- 9. Please describe your view of ministry to young people and children.**
- 10. Please describe your experiences in working with children and/or teenagers.**
- 11. Please describe any other experiences that you feel have helped to prepare you for a summer staff position at The Pittsburgh Project.**

With each row as a continuum, please mark *one* box which most closely describes how you tend to approach your work. Please give only one response per row.

Tendency	Tends Strongly	Tends Moderately	Tends Slightly	Tends Slightly	Tends Moderately	Tends Strongly	Tendency
<i>Example: I am task-oriented</i>		X					<i>I am relationship-oriented</i>
In most situations I am quiet and reserved							In most situations I am outgoing
I help people to figure things out themselves							I advise people on what to do
I share my opinions with others							I withhold personal opinions
In conflict situations I am likely to take one side							In conflict situations I am likely to be impartial
I organize things							I get others to organize
I prefer to work alone							I prefer to work with others
I generate ideas							I adapt others' ideas
I rely on others for sense of direction							I rely on myself for a sense of direction
I make use of conflict and confrontation							I seek to avoid conflict and confrontation
I encourage others to take initiative							I give strong direction to others
I take innovative approaches							I prefer traditional approaches
I prefer to plan ahead							I prefer to meet each situations as it arises
I work best with groups							I work best with individuals
I resist criticism and adverse opinions							I listen to criticism and adverse opinions
I drive hard to achieve objectives							I place feelings of others ahead of goal achievement
I speak out on controversial issues							I am silent on controversial issues
I feel ethical decisions should be based on absolute standards							I feel ethical decisions should be made in light of circumstances

Please indicate your degree of competence or interest in the following areas. (You may mark as many areas and levels as you wish. Please add any other areas in which you are gifted.)

Description	I have no skill in this area at all	I've dabbled in this area once or twice before	I'm a capable backup to someone else	I'm fairly skilled in this area	I've had a good deal of experience
Initiating Relationships with Teenagers					
Planning and Performing Skits					
Songleading					
Playing an Instrument (_____)					
Leading Group Games and Activities					
Facilitating Group Bible Studies					
Running Audiovisual Equipment					
Sound Engineering					
Video Editing					
Building Relationships with Senior Citizens					
Construction and Home Repair Skills					
Discipling Urban Young People					
Designing and Teaching Lessons for Urban Young People					
Facilitating Conflict Management					
Leading Arts and Crafts Activities					
Leading Outdoor Adventure Activities					
EMT Certification					
Playing or Coaching a Sport (_____)					
Special Event Planning and Organizing					
Swimming					
Lifeguarding					
"Behind-the-Scenes" Support and Work					
Experience Working in Coffeeshops, Food Service, or other Retail Hospitality Businesses					
Administrative/Clerical Skills					
Ease with Computer Software					
Other:					

Have you ever been convicted of a felony? Please explain. Such a conviction may be relevant if job-related, but does not necessarily bar you from employment.

Will you have a car with you for the summer? _____ Yes _____ No

Could you be available to interview in Pittsburgh? If so, when? _____

I hereby attest that the information in this application is true. I also give permission to The Pittsburgh Project's staff to contact the references or employers listed.

Signature

Date