

Position Title: Resurgence Site Assistant

Position Type: Hourly

Position Hours: 25 hours/week

Position Pay: Starts at \$15/hr

Purpose: To provide administrative support and work alongside the Resurgence Director to successfully execute the Resurgence after-school program.

Goals: Create an environment that ensures that students succeed academically, spiritually, socially, and have a positive impact on their community.

Reports to: Resurgence Program Director

Primary Responsibilities:

1. Programming and Administrative Support (50%): Maintain student and volunteer rosters, attendance tracking, registration forms, facilities, materials and supplies, food and transportation logistics, etc. Facilitate group activities with students during the program M-F between 2-5pm.
2. Relationship Building (30%): Build and maintain healthy constructive relationships with students and their families at school, at the center, and in the neighborhood.
3. Team Member (20%): Participate in team meetings and discussions – provide input, accept feedback, and help shape Bridge Street Ministries as an organization.

Qualifications:

- Adhere to BSM's statement of faith
- Adhere to BSM's code of conduct
- Must be organized, compassionate, and a team player
- Passionate about urban youth ministry
- Proficient in Microsoft Office and/or Google Workspace
- Effective verbal and written communication skills
- Must have a high-school diploma or equivalent and be at least 21 years old