



**First Presbyterian  
Church**  
of Pittsburgh



It's always cool in  
**The Cellar**

## **We're hiring!** **Come join the First Church team!**

**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.

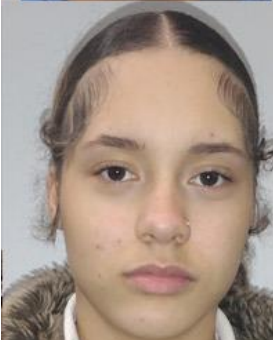
#### **Character and Experience:**

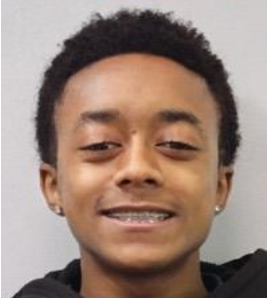
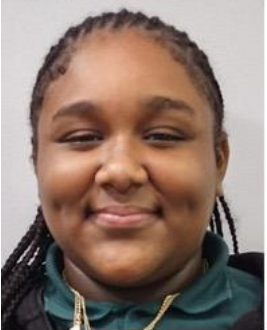
The *Assistant Director* must be a mature follower of Jesus Christ and have a passion to share His plan for mankind with the students on a one-to-one or group basis, as opportunities arise. He/she must also have a thorough understanding of urban teenagers and have a heart to serve them. Previous experience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

**Days/Hours:** This is a 12-hour per week position: **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 (warmly and with enthusiasm) 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.
- Assist with food/beverage distribution to students.
- Perform other duties, as needed, at the request of the Director.

### To Apply:

Send resume/cover statement to Cheryl Swartz at [cswartz@fcp.org](mailto:cswartz@fcp.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.*

