



JOB DESCRIPTION

TITLE: City Host
POSITION TYPE: Seasonal

ACCOUNTABLE TO: City Staff

PRIMARY OBJECTIVE(S) OF POSITION

To lead groups during their time in one of CSM's city sites and to help CSM to fulfill our corporate mission of "providing students and adults with an effective urban ministry experience that transforms lives, influences local churches and honors Christ."

KEY TASKS

- Complete Seasonal Staff training in the city you will serve in
- Host groups in the city by:
 - orienting them to the city and CSM rules and guidelines
 - framing each ministry site and activity
 - guiding them to each site and restaurant; and
 - leading evening discussions/debriefs
- Other responsibilities as needed.

QUALIFICATIONS/REQUIREMENTS

- US citizen or legal worker
- First Aid and CPR certification (you can get this after you're hired)
- At least 18 years old with at least a year of college or university experience
- Excellent people and leadership skills, desire to be a servant and learner, flexible, energetic
- A love for Jesus and a desire to serve Him. Must be able to adhere to our statement of faith and mission

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Maturity in relationship with Christ.
2. Training in people and systems management.

ORGANIZATIONAL RESPONSIBILITY

1. All employees are expected to be in alignment with and contribute to the mission of CSM
 - a. **SERVICE:** We strive to glorify God by serving with excellence our city staff, city ministry partners and student groups.
 - b. **LEADERSHIP:** We take responsibility for performing our duties with excellence and for initiating ways to improve the service we provide.
 - c. **TEAMWORK:** We practice mutual cooperation and communication both within and outside of our team in order to accomplish our common mission.
 - d. **INTEGRITY:** We are committed to honest practices, communication and relationships that honor Jesus Christ and one another.
 - e. **LEARNING:** We view learning as an ongoing process and seek opportunities to improve ourselves both personally and professionally.
2. All employees are expected to demonstrate the following characteristics:
 - a. Cooperate with others when in a team environment
 - b. Accept direction from supervisors
 - c. Follow work rules and procedures

To provide an effective urban ministry experience that transforms lives, influences churches and communities, and honors Christ.



- d. Punctual and consistent attendance
- e. Accept constructive criticism

PHYSICAL REQUIREMENTS and OTHER EXPECTATIONS

1. Able to travel when necessary.
2. Able to provide articulate verbal presentations to large groups.
3. Available for other duties as requested from the City Director

CSM Seasonal Staff Conduct Guidelines

As a representative of CSM and an ambassador for Jesus Christ, you are in a position to influence many people. It is therefore important to stay well-grounded in the Bible, prayer and fellowship of believers. Please use your City Director(s) as resources for support. Also, you may find it helpful to communicate with your Mentor. Most important is to uphold your fellow staff members, building them up with prayer and actions. These guidelines are offered to give you clear expectations of the conduct we expect of you.

Personal Guidelines

- Staff will endeavor to maintain a regular personal devotional life.
- When possible, staff will attend weekly worship services at the church of his or her choice (or else, will attend as directed escorting a group).
- Staff will maintain open communication with his or her supervisor(s) and fellow staff members, endeavoring to deal with conflict in a positive, proactive manner.
- Staff will observe any specific guidelines established by his or her City Director(s), including evening curfews, cleaning and maintenance assignments at the CSM housing (staff and group).
- Staff will refrain from use of illegal drugs entirely.
- Staff will refrain from alcohol use entirely.
- If under 18 years of age, staff will refrain from tobacco use entirely. If over 18, staff will not use tobacco while on duty.
- Staff will not use nor keep any alcohol, tobacco or illegal drugs on the CSM premises.
- In order to maintain your ministry focus in this environment, we ask that during their employment staff refrain from becoming romantically involved with fellow staff members, group members and/or ministry site personnel.
- Study and adhere to the Policy on Sexual, Physical and Emotional Abuse.

Conduct with Group members, Ministry Site Persons

- CSM staff will refrain from any inappropriate physical touching of participants, clients, etc. This includes back rubs, wrestling, excessive full-body embracing, kissing, etc.
- CSM staff will not place themselves in or remain in a room alone with a member of the opposite sex who is a participant or leader in a CSM serving group.
- CSM staff will immediately report to the appropriate authorities any inappropriate physical and/or sexual advance they witness between any student or leader in a CSM incoming group and any child (boy or girl under 18 years of age).