



## JOB DESCRIPTION

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**TITLE:** City Host  
**POSITION TYPE:** Internship  
**ACCOUNTABLE TO:** City Director  
**SALARY:** \$800/month  
*SUGGESTED FUNDRAISING GOAL: \$200/month*

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### 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

- Host groups in the city by:
  - Orienting them to the city and CSM rules and guidelines
  - Framing each ministry site, restaurant and activity
  - Serving alongside groups at each service opportunity
  - Guiding them to each site and restaurant
  - Facilitating group's entire schedule and leading evening discussions and debriefs to help them process their experiences
  - Follow accounting procedures for money handling
  - Other responsibilities as assigned by the City Director
- Raise funds for a portion of monthly salary. Training is provided.
- Attend all-staff and city-specific training

### KEY SKILLS and REQUIREMENTS

- Maturity in Christian character and able to subscribe to CSM's Statement of Faith
- Commitment to the Christian call to justice and reconciliation in our world; awareness of cultural differences within the Church and able to relate cross-culturally
- Passion and a desire for service, experiential learning and leadership development
- Excellent people and leadership skills; able to make quick connections with others
- Servant-hearted
- Flexible & energetic
- Clear and effective communicator, both written and verbal; able to articulate verbal presentations and facilitate discussions with large groups

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



## **EDUCATION and EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent
- At least one year of post high school education or experience, preferred
- Previous leadership experience, preferred

## **PHYSICAL REQUIREMENTS and OTHER EXPECTATIONS**

- This is a live-in position. You are expected to live on site.
- You must have the ability to spend more than 70% of your work time outdoors, walking significant distances and/or participating in light to moderate physical labor, including but not limited to: sweeping, cleaning, shoveling, painting, gardening, moving boxes, etc.
- You must have the ability to spend more than 10% of your work time seated, using a keyboard, and looking at a computer screen.
- Able to lift 25+ pounds
- Able to travel when necessary

## **ORGANIZATIONAL RESPONSIBILITY**

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 community 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.

## **BENEFITS**

- Food and transportation are provided during work hours (typically Sunday - Friday)
- Communal housing provided