

# **POSITION DESCRIPTION: Children's Ministry Summer Internship**

### **PRIMARY PURPOSE & FUNCTION**

Under the supervision of the Children's Minister, the Children's Ministry Summer Intern builds and assists with weekly programs and special events.

#### **KEY RESPONSIBILITIES**

- Express a contagious love of Jesus through relationships.
- Maintain regular and consistent office hours.
- Assist in implementing Special Events.
- Occasional teaching and leading weekly programs.
- Assist in VBS, Camp Ten:10 and Zoo Camp.
- Perform other related duties and responsibilities as required or assigned.

### **KNOWLEDGE & COMPETENCY REQUIREMENTS**

- Possess the ability to communicate to children and parents effectively.
- Meet deadlines and work under pressure.
- Be a champion of the church staff culture.
- · Be reliable and on-time.
- · Be a great team member.

#### ADDITIONAL SKILLS

- Possess a high degree of organizational skills.
- Be highly computer literate.
- · Proficient in basic Microsoft Office Suite.
- Familiar with current forms of communication and social media relevant to students.
- Teachable and Creative.

## **POSITION DETAILS**

Payroll Status: Non-exempt Classification: Full-time Schedule: 40 hours per week,

Tuesday after Memorial
Day through the first
week in August.

Wage: Based on experience

# **REPORTS TO**

Children's Minister

# **CONSULTS WITH**

Children's Minister Volunteer Coordinator KidMin Admin Asst **TEAM LEADER** 

Children's Minister

# **EDUCATION REQUIREMENTS**

Pursuing Bachelor's Degree

# STAFF CATEGORY

Office Staff

Interested candidates please submit your applicant package including a cover letter and resume to <a href="work@firstcolonychurch.org">work@firstcolonychurch.org</a>. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

Issue Date: 4/7/21 Revision Date: 4/7/21 Revision No.: 2021.1

First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail.

Actual job descriptions are subject to change based on the needs of the church and staff.

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