



**POSITION DESCRIPTION: SMFC Summer Internship**

**PRIMARY PURPOSE & FUNCTION**

Under the supervision of the Student Minister, an SMFC Summer Intern builds relationships with teens as well as assists in the weekly programs and special events.

**KEY RESPONSIBILITIES**

- Express a contagious love of Jesus through relationships
- Meeting with students daily
- Maintain regular and consistent office hours
- Assist in implementing Special Events
- Occasional teaching and leading weekly programs
- Assist in MS Mission Trip (June 5-10), Summer Camp (Jun. 28 – Jul. 2), and HS Mission Trip (Jul. 17-23)
- Perform other related duties and responsibilities as required or assigned

**KNOWLEDGE & COMPETENCY REQUIREMENTS**

- Must possess the ability to communicate to teens and parents effectively
- Must be able to meet deadlines and work under pressure
- Must be a champion of the church staff culture
- Must be reliable and on-time
- Must be a great team member

**ADDITIONAL SKILLS**

- Must possess a high degree of organizational skills
- Must be highly computer literate
- Proficient in basic Microsoft Office Suite
- Familiar with current forms of communication and social media relevant to students
- Imaginative and Creative

**POSITION DETAILS**

Payroll Status: Non-exempt  
Classification: Full-time  
Schedule: 40 hours per week,  
May 31 – August 8  
Wage: Minimum Wage + overtime

**REPORTS TO**

Student Ministers

**CONSULTS WITH**

Volunteer Coordinator  
Student Admin Asst

**TEAM LEADER**

Student Ministers

**EDUCATION REQUIREMENTS**

Pursuing Bachelor's Degree

**STAFF CATEGORY**

Office Staff

Interested candidates please submit your applicant package including a cover letter and resume to [work@firstcolonychurch.org](mailto:work@firstcolonychurch.org). Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

Issue Date: 10/30/17  
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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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