



POSITION DESCRIPTION: SMFC Summer Internship

PRIMARY PURPOSE & FUNCTION

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

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 Summer Camp and Mission Trips
- 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
Wage: Based on experience

REPORTS TO

Student Ministers

TEAM LEADER

Student Ministers

CONSULTS WITH

Student Ministers
Volunteer Coordinator
Student Admin Asst

EDUCATION REQUIREMENTS

Bachelor's degree (Experience may be substituted for a formal degree)

STAFF CATEGORY

Office Staff

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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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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