**YOUTH/CHILDREN SUMMER FAMILY MINISTRY INTERN**

**JOB DESCRIPTION**

**Position Title :** Youth/Children Summer Ministry Intern

**Supervisor’s Title :** Family Pastor

**Position Type** : Intern, Temporary, Non-Exempt

**Location**  : PaulAnn Baptist Church Campus, Various Summer Camp Sites

General Summary

The Youth/Children Summer Ministry Intern is a member of the family ministry team and assists the leadership of family ministry during summer months with activities, discipleship, relationship building, and other aspects of ministry as required. Interns will be integrated into specific areas of Family Ministry Including: Teaching, Event Planning, Assimilation, Media, Marketing, Communications, etc. based on their skillset. They will also help in the execution of large events. Interns will be expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer, and other appropriate ways as he/ she serves the Lord Jesus Christ and the church.

Job Duties & Responsibilities (including but not limited to):

* Attend and planning / strategy / team meetings as assigned.
* Assist with weekly ministries including Sunday school and Wednesday nights.
* Help plan and facilitate special events
  + Youth - Sondays Camp / Ignite Week
  + Children - Explorer’s Camp / Camp Awe and Wonder with kids / preschool, VBS
* Plan and facilitate weekly outreach events with students or children.
* Complete all assigned Bible reading on time and be prepared to discuss.
* Report regularly, on time, and with any assignments completed as requested by family ministry leadership for the purpose of being trained and/or mentored.
* Be an advocate for PaulAnn Family Ministry
* Other related duties as assigned, and time allows.

Qualifications

Education and/or Experience (must have one or more of the following)

* Enrolled in a Training Program.

Knowledge and Skills

* Ability to lead and deploy teams of people to accomplish events and tasks.
* Ability to speak effectively before groups of students.
* Ability to interact well with parents and other adults.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
* Ability to follow-through with people and tasks.

Licenses, Registrations, and Certificates

* None

Personal Characteristics

* A passionate Christ-follower who is spiritually mature, trustworthy, humble, and teachable.
* Strive to maintain positive and fruitful relationships with other PaulAnn employees, members, and leaders.
* Have a joyful passion and love for the Student, Children and Middle-School Ministry.
* Have Spiritual gifts which may include leadership, mercy, encouragement, and pastoring.
* A collaborative team player.
* Have integrity, great work ethic, is responsible, organized, and thorough.
* Agreement and commitment to the theology, mission, values, and worship culture of PaulAnn.

Physical Requirements:

* This position may require long periods of standing, walking and playing.
* Lifting/ carrying up to 20 pounds.

Employment At-Will

All employees of PaulAnn are at-will, as such, are free to resign any time without reason. PaulAnn likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No supervisor or employee of PaulAnn has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

**Reviewed with employee by**

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Received and accepted by**

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.