

**Position Profile – Kids Ministry Summer Intern
Central Heights Church**

General Statement of Responsibility:

The Kids Ministry Summer Intern organize summer programs and events (including Summer Camp, family drop in events, movie nights etc.) in addition to serving in Kids Church on Sunday's and preparing for fall ministry.

Essential Requirements:

- To be eligible, youth must be between 18 and 30 years of age at the start of the employment;

Reporting Relationships: Reports to both the Kids Ministry Pastor & Administrative Assistant.

Terms of Employment:

- 37 hours per week
- 14 - 16 weeks, depending on funding approval
- Dates between Monday, May 6 – Sunday, August 25, 2019

Regular Hours:

- Sunday: 7:30 am – 12:30 pm (5 hours)
- Monday, Tuesday, Wednesday, Thursday, 8:30 am – 4:30 pm (32 hours)
- There will be extra hours during summer camp - July 15-19, 2019.
- Flexibility will be needed for summer camp and other kids events that are planned through the summer.

Key Responsibilities:

1. **Working closely with the Kids Ministry staff to co-ordinate a week long Summer Camp, July 15 – 19, 2019.**
 - a. Preparing supplies, crafts, décor before camp begins
 - b. Help recruit and train volunteers. Invest in youth volunteers to engage, equip and empower them to make a difference with the kids attending camp.
 - c. Leading large group teaching, coordinating small group, camp activities, and supervising the children
2. **Serving in Kids Church & coordinating summer Kids Church ministry in July and August**
 - a. Administration, planning, teaching and leading worship
 - b. Supervise the ministry on Sunday mornings
 - c. Prepare for the ministry during the week (activities and crafts)
 - d. Organize the Volunteer Schedule & recruit volunteers
3. **Coordinating outreach events over the summer months.**
 - a. Working with the Kids Ministry Pastors to organize and implement outreach events in July and August.
4. **Oversee the Kids Ministry Leader In Training student for July & August**
 - a. Plan tasks for them to work on and oversee that tasks are being completed
 - b. Work alongside them to build into them as young leaders.
5. **Working closely with the Kids Ministry staff to prepare for the launch of the 2019/2020 ministry year.**
 - a. Prepare materials and coordinate events.

Application Deadline: Sunday, April 22, 2019