

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern- Connections & Guest Services  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10hrs/wk)  
**Department:** Connections  
**Reports to:** Connections Pastor  
**Effective Date:** 09-01-2018

### **PURPOSE:**

To develop and grow in ministry skill, and help enhance the quality of Guest Services and Connections to the people of Riverside and our community.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Must be 18 years of age or older
- Ability to commit to 10hrs/wk
- Reliable transportation
- A passion for the guests experience and a desire to encourage everyone to find and take their next steps with Jesus.
- Spiritual gifts of serving, administration, leadership and hospitality
- Must complete entirety of program September 1<sup>st</sup>, 2018 –May 15<sup>th</sup>, 2019

### **RIVERSIDE COMPETENCIES AND EXPECTATIONS:**

- Fully embraces Riverside Church's mission, vision and values.  
*(Experience Grace, Grow in Love, Give of Self)*
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers
- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word

## ESSENTIAL FUNCTIONS:

### Guest Services

- Participate in regularly scheduled volunteer D.E.V.A. efforts on Sunday mornings.
- Utilize the B.L.U.E. book as a source for all Guest Services vision and objectives.
- Take part in regular B.L.U.E. walks for GS evaluation.
- Develop leadership skills in each of the specific areas of GS (family connector, greeter, usher, parking, and café).
- Be available for last minute substitution needs.
- Be present for G.S. huddles when necessary to communicate specifics for the day.
- Attend a Guest Services focused conference or workshop if they become available. Date TBD.
- Attend Intern Ministry Development meetings (scheduled once per month)

### Connections

- Encourage Next Steps for volunteers in Guest Services. Understand the values behind this encouragement as it pertains the Big 3 of RC.
- Setup and tear-down for both Launching Point and G-Class areas.
- Be a regular part of Launching Point each Sunday. Lead at least 4 times.
- Be a regular part of G-class. Lead the class at least two times.
- Aid in the planning and execution of special events throughout the year.
  - Productions / Christmas and Easter
  - Volunteer Appreciation Sunday (Late Winter Possibly)
  - Offer assistance to Lisa on baptism Sundays as needed.

## RELATIONSHIPS:

- Works as part of the Connections Department
- Reports to the Connections Pastor
- Works in cooperation with Interns in Communications, Small Groups, Family Ministries (Kids & Students), Care Ministries, and Creative Arts.

## COMPENSATION:

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by \_\_\_\_\_ Date \_\_\_\_\_