

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: 09-01-2019

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 1st, 2019 –May 15th, 2020

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 _____