

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern- Facilities  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10hrs/wk)  
**Department:** Facilities/ Operations  
**Reports to:** Facilities Director and Operations Director  
**Effective Date:** 09-01-2019

### **PURPOSE:**

To develop and grow in ministry skill, and help enhance the quality of our Facilities 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
- Interest in facilities management, construction maintenance and technology
- Knowledge and use of basic hand and power tools
- Exhibit an aptitude for maintenance and construction type duties
- Excellent written and verbal communication skills and computer proficiency required.
- Spiritual gifts of serving, administration, leadership and organization
- Must complete entirety of program September 1<sup>st</sup>, 2019 –May 15<sup>th</sup>, 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:**

- Perform minor construction and repair duties
- General facility and grounds maintenance and upkeep
- Assist in managing various facility related projects
- Coordinate volunteer teams in operations and project related tasks
- Be available for special event needs
- Attend Intern Ministry Development meetings (scheduled once per month)

### **RELATIONSHIPS:**

- Works as part of the Facilities Department
- Reports to the Facilities Director and Operations Director
- 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 \_\_\_\_\_