

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern - Kids Ministry  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10/hrs/wk)  
**Department:** Kids Ministry  
**Reports to:** Kids Ministry Director  
**Effective Date:** 09-01-2018

### **PURPOSE:**

To develop and grow in ministry skill, learn ways to minister to kids, lead volunteers, and become equipped to facilitate various aspects of Kid's Ministry.

### **SKILLS, ABILITIES, REQUIREMENTS:**

- Ability to commit to 10 hours/week
- Reliable transportation
- A passion for kids and students
- Knowledge of Word/Publisher/PowerPoint helpful
- Must complete entirety of program September 1, 2018 – May 31, 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, fellow interns and volunteers
- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word

## ESSENTIAL FUNCTIONS:

- Responsible for completing projects in some of the following areas:
  - Assist in planning/running family ministries events
  - Plan and run a Game Show, including small group planning, ordering supplies needed, and teaching that Sunday
  - Assist in scheduling volunteers
  - Work with Early Childhood Director, decorating for new units in large group area, etc.; cleaning toys, etc.
  - Assist with the No Limits Class as much as possible
  - Assist in planning/running a Mystery Night
  - Assist with childcare set-up, recruitment and scheduling for productions and special services
  - Lead services monthly in Elementary area
- Communicate with ministry leader on a regular basis
- One hour a month full internship meeting
- Weekly Internship/Leader meeting

## RELATIONSHIPS:

- Works as part of Kids Ministry Team
- Reports to the Kids Ministry Director
- Works in cooperation with other interns

## COMPENSATION:

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

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

Agreed to \_\_\_\_\_ Date \_\_\_\_\_