

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: 09-01-2019

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, 2019 – May 31, 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, 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 _____