

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Summer Intern, Children's & Family Ministries**

**Summary:** The intern will support and lead existing ministry programs for kids at Bethany Green Lake between June-August 2017.  
**Location:** Bethany Green Lake  
**Reports to:** Children's & Family Ministries Associate  
**FLSA Status:** Full-time, Exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans and organizes children's summer ministry programs, including Sunday morning and evening and Kids Summer Adventure (VBS)
- Collaborates with key volunteers and leaders
- Professionally communicates ministry info to families and staff in a timely manner
- Recruits, trains and schedules volunteers
- Prints and distributes weekly curriculum
- Performs routine office tasks (emails, phone calls, some administrative work)
- Performs other duties as situation requires or as assigned by supervisor

**POSITION QUALIFICATIONS**

- High school graduate with some college experience
- Experience working in children's ministries or supervising children in some capacity
- Possesses the following:
  - Integrity
  - Reliability
  - Resourcefulness
  - Ability to complete tasks in a timely manner
  - Ability to work effectively with a team in order to complete a project
- Competent in Microsoft Office and Google Drive (preferred)
- Able to perform basic A/V tasks like running a soundboard (preferred)
- Experience with coordinating or performing skits and worship for kids (preferred)

**OTHER SPECIFICATIONS**

**Work Schedule:** Sunday-Thursday, 40+ hrs  
**Physical Demands:** Must be able to work in an office environment, often at a computer workstation. Must be able to move actively with kids during ministry programming. Must be able to lift small boxes and/or equipment up to 40lbs.  
**Working Conditions** Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.  
Non-smoking building and environment.  
**Compensation:** \$2100/month  
**Benefits:** N/A

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*