

BETHANY COMMUNITY CHURCH JOB DESCRIPTION

Intern of Bethany West Seattle Family Ministries

Description: The internship lasts from May–September, supervised by Bethany West Seattle's Lead Pastor

Reports to: Lead Pastor

Location: Bethany West Seattle

FLSA Status: 12 hours per week, \$16 an hour

KEY RESPONSIBILITIES

The Intern of Family Ministries inspires and leads the congregation in the Christian faith formation of children, youth, and families, and creates opportunities for families to better know and serve Jesus.

- Create and oversee dynamic ministries and activities that lead children and families into a growing relationship with Christ.
- Create, plan, and oversee Sunday worship and learning experiences for children and youth
- Develop age-appropriate curriculum that engages children and youth of diverse backgrounds (culturally, ethnically and socio-economically) and nurtures faith in Jesus
- Create a vibrant, dynamic and safe environment through managing Family Ministries areas that are safe, clean, and appealing to children and families
- Plan and oversee summer activities that include the whole-family approach.
- Plan and implement a fall kick-off and launch for Fall programming
- Schedule and support volunteers in kid's ministry; making yourself available for coaching and questions as needed
- Perform other duties as a member of the Bethany Community Church Staff, or as a situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Extremely self-motivated and organized, with strong follow-through and ability to work in a fast-paced environment
- Experience working in diverse populations, demonstrating cultural competency
- Desire to work in vocational ministry
- Basic computer skills required, proficiency in various technological platforms (Microsoft Office, Google applications, and church management platforms) preferred

OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday through Thursday, 12 hours/week. Must be available on Sunday mornings and Wednesday afternoons in West Seattle
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to lift small boxes and/or equipment up to 25lbs.
- Working Conditions:* The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking. Non-smoking building and environment.
- Compensation:* \$16 hourly

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.

