

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Youth Ministry Intern

- Summary:** The Youth Ministry Intern participates in the implementation of our Children, Youth, and Family Ministries (CYFM) with a focus on program support of Youth Ministry. The Youth Ministry Intern also collaborates with the entire Family Ministry Team to love, inspire, and equip children, their families, and volunteers to express Christ in their daily lives.
- Location:** Bethany Green Lake
- Reports to:** Pastor of Children, Youth, and Family Ministries
- Classification:** Temporary Part-Time (15-18 hours)
Sept. 1, 2020 – Aug. 31, 2021
- FLSA Status:** Non-Exempt, Part-time

KEY RESPONSIBILITIES

1. Provide program leadership in youth ministry settings (in partnership with the Youth Ministry Team) in three key areas:

- Ensure thriving volunteers
- Create appropriate, inspiring and safe environments for students
- Provide encouragement for parents.

Specifically, this includes all high school ministry programming, occasional middle school ministry programming, weekday ministries, classes, and special events. Responsibilities here include:

- Support HS weekly youth group, including check-in, event prep, volunteer assignments, planning of games and activities, media technology, and group talks (in coordination with Youth Pastor); fill volunteer gaps in small groups, as needed.
- Provide occasional support to MS weekly youth group, including check-in, event prep, volunteer assignments, planning of games and activities, media technology, and group talks (in coordination with Youth Pastor); fill volunteer gaps in small groups, as needed.
- Collaborate to support other operation projects within the Youth Ministry as assigned by the Pastor of CYFM.
- Collaborate with the Pastor of CYFM to support operations for all Intergenerational and other Family Ministry events.

2. Participate as a staff member of the Family Ministry Team, Bethany Green Lake and Bethany Community Church, and perform other duties as the situation arises/assigned by supervisor.

3. Invest in this experience as an opportunity to explore vocational and relational ministry in a church setting, participating in specific development with the Pastor of CYFM. The Youth Ministry Intern will gain experience in five key areas of vocational ministry: administration, teaching, leadership development, relational ministry, and spiritual formation.

POSITION QUALIFICATIONS

- Approaches daily life and work in a way that makes God's Kingdom visible.

- Pursues ongoing transformation and demonstrates authenticity and humility.
- Energized by and passionate about Bethany's mission, vision, and multi-location ministry philosophy.
- Ability to make a positive contribution to a staff culture that aspires to excellence,
- teamwork, congregant-focus, and the ethics of servant leadership demonstrated by Christ
- Able to build, train, and lead a team of leaders and volunteers
- Enjoys children and developing in them a lifelong passion for following Jesus
- Pursuit or completion of a Bachelor's Degree in education, or a related field or equivalent experience
- Maintain First Aid/CPR Certification
- Possesses excellent verbal, written, and interpersonal communication skills

OTHER SPECIFICATIONS

Work Schedule: Typical work hours include Sunday and Wednesday evenings (appr. 5 hrs.) with the remaining hours (appr. 10 hrs.) varying as determined by employee and manager, with some evenings, early mornings and specific meetings required.

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. 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. The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.

Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Paid Sick Time

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.