



POSITION DESCRIPTION: SMFC Summer Internship

PRIMARY PURPOSE & FUNCTION

Under the supervision of the Student Minister, an SMFC Summer Intern builds relationships with teens as well as assists in the weekly programs and special events.

KEY RESPONSIBILITIES

- Express a contagious love of Jesus through relationships
- Meeting with students daily
- Maintain regular and consistent office hours
- Assist in implementing Special Events
- Occasional teaching and leading weekly programs
- Assist in Summer Camp (June 6-10), MS Mission Trip (June 25-30), and HS Mission Trip (July 16-22)
- Perform other related duties and responsibilities as required or assigned

KNOWLEDGE & COMPETENCY REQUIREMENTS

- Must possess the ability to communicate to teens and parents effectively
- Must be able to meet deadlines and work under pressure
- Must be a champion of the church staff culture
- Must be reliable and on-time
- Must be a great team member

ADDITIONAL SKILLS

- Must possess a high degree of organizational skills
- Must be highly computer literate
- Proficient in basic Microsoft Office Suite
- Familiar with current forms of communication and social media relevant to students
- Imaginative and Creative

POSITION DETAILS

Payroll Status: Non-exempt
Classification: Full-time
Schedule: 40 hours per week,
May 30 – August 7
Wage: Minimum Wage + overtime

REPORTS TO

Student Ministers

CONSULTS WITH

Student Admin Asst

TEAM LEADER

Student Ministers

EDUCATION REQUIREMENTS

Pursuing Bachelor's Degree

STAFF CATEGORY

Office Staff

Interested candidates please submit your applicant package including a cover letter and resume to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.

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