



# **Job Description**

## Summer Youth Internship @ Eastern Hills



### **Requirements:**

- **Spirituality** – All Eastern Hills Youth Interns should not only see themselves as spiritual mentors for teenagers, but as living examples for what a Christian life should be. An Intern will always be expected to demonstrate the highest level of integrity always, whether on the clock as an employee or in their free time.
- **Education** – All applicants must have completed their freshmen year in college. Applicants should be familiar with computer programs and a laptop would benefit you greatly.
- **Transportation** – Every Intern should have access to some form of transportation.
- **Housing** – Interns will be housed with a family here at Eastern Hills. Communication with this family will be very important.
- **Fun** - God has put you in a position to have an impact on the faith of many teens. Keep your focus on helping teens to grow spiritually. Fun is a great component but just a means to an end.

### **Job Objectives:**

- The objective for all Youth Interns will be to serve, lead, teach, mentor, and motivate the youth of Eastern Hills in their walk with God. We encourage our Interns to follow the words of Paul when he said to Titus...  
*“In everything set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned.” –Titus 2:7-8*
- Each Intern will be given well-rounded, “Hands on,” and practical experience in all areas of Youth Ministry. By the end of this internship, the intern should be able to:
  - Begin to formulate and articulate a philosophy of youth ministry.
  - Put together a three-month program that includes a variety of events and topics geared towards adolescents’ needs and the resources available.
  - Explain the rationale behind the model of youth ministry the church uses.
  - Describe the importance of the youth minister, whether professional or volunteer, in effective leadership of adolescents and their families.
- We acknowledge that developing personal, Christ-centered relationships with the youth of Eastern Hills is critical to the role of an effective youth intern. While we do not want to discourage any personal relationships, it is also critical to understand that there is a fine line between being a “buddy” and serving as a spiritual mentor. It will be expected that any youth intern will spend the majority of their time developing spiritual mentor type relationships.

### **Organization:**

- A Youth Intern will work under the direct supervision of the Youth Minister. He or she will be directly accountable to the Youth Minister for his or her performance. It is understood that an Intern will be under the general guidance of the Eldership as well.
- The Youth Intern will function as, and be treated as, a full-time staff member of the Eastern Hills Church of Christ. The Youth Intern should remember that they are representing both God and Eastern Hills Church of Christ always.

### **Weekly Responsibilities:**

- The Intern will be responsible for keeping a regular journal of the experiences and objectives achieved during his/her ministry at Eastern Hills (If needed for practicum). This journal will be reviewed with the youth minister on a regular basis to encourage healthy dialogue concerning the direction of the internship and to evaluate accomplishment of set objectives and brainstorming of further objectives.
- Teaching Bible classes for high school and/or junior high students on Sundays as well as help with Wednesday night classes.
- Attend weekly meetings/planning sessions with Youth Minister.
- Organize, prepare, and execute both formal and informal activities for the summer months that are designed to help our teens grow spiritually.
- The intern will help with further promotion of upcoming activities through the production and sending of mail-outs and other materials, as well as making specific phone calls as needed.
- Observe and gain practical experience in counseling youth and their families as situations present themselves.
- To become self-motivated in your pursuit to truly know the youth at Eastern Hills. However, the main reason you are here is not only to spend quality time with our teens, but also to develop and refine your skills in the ministry of the Gospel.

### **Additional Responsibilities:**

- The intern will also be given liberties towards brainstorming and activating his/her own ideas concerning the Youth Ministry at Eastern Hills under the direction of the Youth Minister. All ideas and activities must be presented to the Youth Minister before they are carried out.
- The intern will assist with the planning and implementation of normal summer youth activities including Wednesday night class, Sunday service, Bible study, etc.
- Language – You will have the responsibility of speaking to our students, parents, church members, staff and everyone you meet with the utmost respect and reverence as a Christian. *Colossians 4:6* says, “Let your conversation be always full of grace, seasoned with salt...” – we expect you to be the example when it comes to the way you converse with our students. You are in a position of leadership (not one of them). Remember that in what you joke about and laugh at.
- Dress – You should be appropriately dressed whether in the office or outside of the church building. The way you dress sends a message and we want that message to be honoring to Jesus Christ.

### **Long Term Responsibilities:**

- The intern will aid in planning and preparation toward summer and fall activities such as VBS @ Eastern Hills, Pine Springs Summer Camp, TREK, Mission Trips, Retreats, Special Nights, etc.

*Note: Responsibilities may be added or changed to fit the giftedness and particular passions of the intern, as well as to meet unforeseen needs within the youth ministry.*

### **Youth & Family Ministry:**

- Eastern Hills Youth Ministry and Family Ministry work hand in hand with one another to aid in accomplishing the goal of restoring God’s gift of family in the modern home.

With this in mind, the Family Minister will work with the youth interns by providing direction and counsel if the Youth Minister is not available.

### **Relationships:**

- While a Youth Intern is expected to form deep relationships with the teens, it is important that the intern recognize the role to which they have been called and conduct themselves in such a way as to accomplish the relationship of a spiritual mentor rather than a peer. Thus an intern may under no circumstances become involved in a dating relationship with any youth group member. It is recommended that interns never give rides to members of the opposite sex and avoid activities or circumstances that would place them in a one on one setting with members of the opposite sex. It is important that the intern conduct themselves in such a way as to constantly bring honor to God as well as to never call into question their integrity or motivation. Don't make dating a teen an option (Understood!?).

### **Compensation:**

- The salary for a Youth Intern is \$3000 (before taxes) for a specified period (\_\_\_ weeks) beginning \_\_\_\_\_ through \_\_\_\_\_. Some ministry expenses will also be compensated during the summer youth internship for activities which further the intern's ministry with the Eastern Hills teenagers.

### **Time Expectations:**

The Eastern Hills staff realize that not all interns will become full time ministers. Therefore to teach you business world skills there will be ridged time expectations.

Events and Time requirements for a Summer Youth Intern:

- Office hours - 9:00AM to 4:00PM.
- Events at Eastern Hills (Class, worship, bible study, ext.) - 15 minutes before event starts to the time when the last student leaves.
- Youth Trips - 30 minutes before event starts to the time when the last student leaves
- Attendance in weekly youth staff meetings and office staff meetings is required.
- Sundays are considered a work day, and may not be taken as time off.

Obviously things happen that are beyond our control and sometimes make us late.

Interns will operate under a 3 strikes policy. If you are late more than 3 times to any required activity you will be fined \$20 per delay. DON'T BE LATE!

- Communicate with the Youth Minister if any exceptions to Time Expectations need to be made.

### **How will success be determined?**

- At the end of the internship, the intern will be evaluated by means of a formal self-evaluation and a written evaluation by the supervisor.
- Discussion will take place—both informally and at a designated meeting—with the supervisor to determine the level of excellence achieved in various areas (the results, or what happened) and discussing what they learned from the experiences (why it happened the way it did)

*Please note that this by no means is a comprehensive document. The responsibilities of youth interns are not limited to those outlined here. This serves only to provide a brief example of the philosophies and expectations regarding our summer youth internship program.*

## **Specific Summer Internship Assignments:**

### **Personal Ticket Items:**

- Read and discuss the book “\_\_\_\_\_” by \_\_\_\_\_ each week throughout the summer(Only if Needed for Practicum).
- Journalize throughout the summer your thoughts, reflections, successes, disappointments, observations of your youth ministry experience (Practicum).

### **Small and Continuous Ticket Items:**

- Wednesday Night Class- This includes selecting curriculum and helping in the worship time.
- Sunday Morning Class- Help with Class and worship
- Bible Study/Open Gym Night: You will help plan and execute the weekly summer activities. Includes the food we eat and the games we play
- Take tons of youth group photos during the summer and at each activity.

### **Big Ticket Items:**

- VBS @ Eastern Hills: You will have specific duties with our Vacation Bible School.
- Pine Springs Summer Camp: You will have responsibilities in planning Camper activities, “Youth Group Time” activities, helping in the setup and preparation of the youth minister’s class and other duties at our 6<sup>th</sup> - 12<sup>th</sup> grade summer camp.
- ENCOUNTER? Camp Champion: You will have responsibilities in planning Camper activities, “Youth Group Time” activities, helping in the setup and preparation of the youth minister’s class and other duties at our 6<sup>th</sup> - 12<sup>th</sup> grade summer camp.
- Mission Trips: You will have specific duties with the mission trips.
- TREK: You will have specific duties with the TREK trip.

### **Tips and Tricks for Success:**

#### 1. Know what is on your calendar before you come in for the day.

We live and die by our calendars in the office. Nothing throws you off more than forgetting about a meeting. Also, summer events don’t always allow you to run home and change.

#### 2. Expect to be at all Eastern Hills events.

We do mostly “all hands on deck” type of events. If you’re not sure, ASK, but the answer is probably yes.

#### 3. Have a good attitude.

Your attitude is contagious! If you don’t have a good attitude, it can hurt the team. Be sure to take time for yourself to read, relax and refresh.

4. Know what is expected of you on the weekend.

Be on time – help set up – greet volunteers – jump in where needed – sit with students during the service – please don't stand in the back!

5. You are responsible for your emails, voicemails, and texts.

One of the biggest complaints about our church is the lack of response to a phone call. So check your messages often and return them promptly – no more than 24 hours late is the goal. Make sure take care of Pastoral Care issues immediately!

6. Communicate where you are going and when you will be back.

There is no such thing as over communicating and don't ever assume someone knows where you are. Keep Barrett in the loop at all times. OK, you can go to the bathroom without telling him, I guess.

7. NEVER say, "I don't know" – ALWAYS say, "Let me find out".

Try and know the basics about every event on the calendar (location, price, times) and walk with the student or parent to get the information rather than sending them to find it. Also, make sure you listen to the person that did have the answer – then next time you won't have to ask.

8. Know that everything can change at ANY moment.

We know this one is hard – you just have to go with it. There will be things you work on that don't get used – hold everything with a loose grip.

9. Ask questions.

A lot of them. Why we do things? How we do things? What if we did things a different way? Even if it is to confirm what you already know... please ask questions!

10. Write it down.

You should not go into a meeting (one-on-one or with the team) without a pad of paper and a pen. We'll provide you with a journal.

11. Expect to pay for your own meals.

Team lunches are a privilege, and we will try to feed everyone whenever we are asking them to work through a meal, but never assume it is on us.

12. Ask for a deadline.

Why? Because there is one! Ignorance is not an excuse and asking will save you from conflict and unknown expectations. Even if the person can't give you an exact time, ask them about how long they think it should take you.

13. Protect your days off.

Because we won't get very many, and if you don't...no one else will. Days off are sacred, I treat them that way, make sure you do, too.

14. If you're not doing anything...ask how you can help.

15. Volunteers are the key.

Learn their names, talk to them, tell them how much you appreciate them, involve them with what you are doing, ask for their help, make a big deal when they do help, pray for them.

16. Your Spiritual Life is Essential!

Spend time with God everyday. Ask His Spirit to fill and guide you.



## **Contract**

### **Summer Youth Internship @ Eastern Hills**

I have read the Job Description for, and understand the responsibilities of, the Summer Youth Internship at Eastern Hills Church of Christ.

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Signature of Intern

Date

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Minister of Eastern Hills

Date