Job Description: Year-Round Female Intern

**Purpose:**

To assist the youth minister in ministering to middle school and high school girls. To help female students become more engaged in the church and youth group by creating a welcoming environment and encouraging participation.

**Values:**

Self-motivated, committed, strong character, Godly influence, relational, friendly, encouraging.

**Duties Include**:

* Know the names and faces of all SYG youth and their parents.
* Attend a bi-monthly youth meeting with the youth ministers for encouragement, training and coordination.
* Pray regularly for the SYG ministry.
* Attend and participate in Sunday and Wednesday worship and class.
* Build friendships with youth and their parents by:
  + Greeting youth or parents by name.
  + Attend worship and class regularly.
  + Attend trips and retreats.
  + Attend student events (games, meets, ceremonies) as time allows.
  + Meet weekly with different youth for relationship building and pastoral counseling.
  + Support student-led ministries (e.g., girls bible study).
* Seek to be informed about any special victories, concerns or challenges being faced by the youth and his or her family, and then pass that information to the youth staff.
* Strategize regularly with the youth minister and staff for youth about any youth or parents who do not seem to be connecting.
* Be in charge of all SYG social media, creating a fun and active social media presence.
* Under the supervision of the youth ministers, plan and execute a Middle School Mission trip.
* Create small thank you gifts for every volunteer on each Major Event.
* Prepare and teach class for summer camp, girls devotionals, and girl’s classes/discussion groups.
* Plan and execute a small spontaneous event once a month during the semester (e.g., going to the movies, volleyball in the backyard, puppy party at the dog park).

**Hours and Pay:**

* 20 hours a week (part-time): Includes worship, bible class, office hours, retreats or camps, and out of church relationship building (i.e., going to games, event, or lunch).
* PAY: $250 a week.
* Starting Date: May 2023
* The internship will be open year-round. Three times a year the internship position will go under review (at the end of the summer, fall, and spring) to see if the internship position is still needed. At this time either party will have the opportunity to terminate the contract. We ask that the intern commit to fulfilling each term until complete. Ending terms will be December 31, May 31, and August 31.
* The SYG Leadership Team holds the right to terminate the contract of the internship if the team deems necessary. Termination could be the result of the intern failing to fulfill the required job requirements presented in this document, failing to live by the SYG Life Covenant, or budgeting issues within the Sunset Youth Ministry program.