

## Job Description



**Title:** LPKids Intern  
**Supervisor:** Family Life Pastor  
**Status:** Non-exempt (*hourly*)  
**Hours per Week:** 150/summer TBD by LPKids Director

**June – August 2019**

### **Mission**

Summer staff will effectively coordinate, implement, and help carry out the vision and implementation of the LPKids ministry to include Nursery, Preschool, Elementary and Preteen departments. This is a support position that enables the coordinators to effectively help children find and follow Jesus.

### **Essential Duties and Responsibilities**

- Confirms and works with weekly volunteers
- Prepares weekend emails and communications
- Prepares curriculum activities
- Fields communications with parents, students and leaders during weekend services
- Attends one worship service per weekend during which he/she is free from ministry responsibilities
- Gives weekend support to the classroom assigned by assisting in leading services, managing the classroom and guiding volunteers
- Coordinates and implements summer curriculum in conjunction with the Coordinator
- Plans and implements staging needs
- Maintains good condition of LPKids rooms to include set up for weekend services and clean up after
- Maintains needed supplies
- Fields facility and equipment needs

- Participates in weekly Family Life meetings, One MLT Meeting per month, and One v One Meetings with the Family Life Pastor.
- Grows personally and professionally through such avenues as reading and discussing key books, planning events, leading in various roles, and understanding how Children's Ministry fits in with the vision and mission of the church. The intern will also meet with other staff, from other departments, to learn how Children's Ministry works with and supports those areas of ministry.

### **Qualifications and Required Skills**

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus
- Highly collaborative style; experience developing and implementing communications strategies
- Minimum of one year college completed working on a Degree in Education, Religious studies or Children's Ministry preferred
- Demonstrable competency in Microsoft Office Products
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive, working in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills