

JOB DESCRIPTION (revised February 2023)

Job Title: Youth Ministry Summer Intern

Reports to: Director of Christian Formation

Status: Part-Time, Summer 2023 (June 11- August 11)

JOB SUMMARY

Provide summer leadership for youth ages 6-12th grade in collaboration with Christian formation staff and Youth Committee. Apply by sending your resume, cover letter, and any references to Donna Chase, Director of Christian formation at dchase@fpcgreensboro.org

ESSENTIAL FUNCTIONS

- Assist Christian Formation staff and Youth Committee in planning and executing summer ministry programming, including overnight and/or weeklong Mission Trips, Montreat Youth Conferences, Vacation Bible School, 6th Grade Retreat
- Plan and implement monthly service or fellowship special events for youth.
- Participate in weekly meetings with Christian Formation staff and Director.
- Email staff, parents, and students' weekly updates and upcoming event information.
- Keep track of program expenses and reconcile purchases with the budget each month.
- Create publications or social media advertising with past event pictures, upcoming event information/registrations, or spiritual thoughts related to current worship themes.
- Work with the Youth Committee to ensure event details are in place.

OTHER RESPONSIBILITIES

- Maintain personal, spiritual, and professional growth.
- Reach out to students and build connections with them.

MINIMUM QUALIFICATIONS

- Have an interest in exploring Christian education, youth ministry, or student education. Along with a personal commitment to Jesus Christ and the church
- Enjoy working with youth (ages 11-18).
- Current enrollment as a sophomore in college or beyond.
- Basic knowledge of commonly used computer software, i.e., Microsoft Office Suite, Google Suite.
- Complete a background screening and one-hour training session to comply with FPC's Child/Youth Protection Policy
- Basic knowledge of Presbyterian traditions.

CORE COMPETENCIES

- **Attention to detail** consistently attends to the many small pieces which must be assembled into an organized whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to minor details.
- **Ethics and Values** honors the core values and beliefs of the church in their choice of behaviors; consistently embodies appropriate behavioral decisions in stressful and non-stressful situations; practices the behaviors they advocate for others.
- **Integrity and Trust** is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidence; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Time Management:** is able and willing to focus on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most critical priorities; can appropriately balance priorities.
- **Verbal Communication:** can deliver a message articulately and with appropriate emotion in various settings; demonstrates communication styles applicable to the situation.
- **Team Orientation:** demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; offers to serve as a resource to other team members; understands and supports the importance of teamwork.

PHYSICAL REQUIREMENTS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear and taste or smell. The employee must occasionally lift and move up to 10 pounds. This job's specific vision abilities include close vision, distance vision, peripheral vision, and depth perception.

Note: It is not intended that this position description include all details of the functions inherent in this position, nor does it give an exclusive title to every function described. The position incumbent will perform other duties as required or directed or as warranted by emergency circumstances.