

REVISED AS OF 3/20/23:

FIRST PRESBYTERIAN CHURCH

JOB TITLE: Student Ministry Intern

MINISTRY AREA: Middle School and High School

REPORTS TO: Associate Youth Director(s)

Prepared by: _____

dd-mo-yr _____

Approved by: _____

dd-mo-yr _____

Committee Approved: _____	Date: _____	Position Group: _____
Part Time _____	Background Check Required _____	
Grade _____	Position Class _____	Exempt: Yes ___ No ___
		Security Sensitive: Yes ___ No ___

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

To assist in the discipleship of AΩ youth through contact work and by assisting the Associate Youth Director(s).

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

1. Spend time weekly in direct relational contact time with students outside of AΩ.
2. Must attend and help oversee AΩ programming on Wednesday nights.
3. Must attend and help oversee AΩ Sunday School.
4. Attend First Presbyterian Church's worship services.
5. Attend Student Ministries staff meetings.
6. Assist in planning AΩ curriculum and leading weekly programmed meetings.
7. Lead a weekly Bible study, within AΩ or without, subject to approval by Youth Director.
8. Assist in the planning, management, and leadership of all AΩ trips and retreats.
9. Help develop a summer AΩ calendar (if applicable within time of internship).
10. Other duties as needed.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Duties and responsibilities deemed necessary by the Youth Director.

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employees supervised, level of authority to hire and fire or to make recommendations.)

Assist Director with oversight of volunteers and students. Does not directly oversee other staff members. Not able to hire/fire, may make recommendations when necessary.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

Requirement:

Called by the Lord to this ministry as a vocation; who has a passionate, incredible love for Middle Schoolers and High Schoolers, and who loves Jesus Christ even more; someone who values people over programs. One who is committed to caring for the students of our church as well as those outside of our church walls.

Preferred:

Individuals who have had experience as participants and/or as volunteer leaders within the ministry of AΩ.

Desirable:

Someone who is considering vocational ministry in their future.

Someone who has graduated from high school and has been out of high school one year or more.

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

To keep and turn in receipts for each specific Youth Ministry function. Funds are refundable to the spender if 1) personal funds were used, and 2) refund has been approved by the Youth Director.

VII. EXTENT OF PUBLIC CONTACT (Within and outside the church)

This position is in contact with staff, elders, volunteers, parents, and other members and visitors of First Presbyterian Church.

They will also be in contact with those in leadership position at area campuses and other special communities.

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

Most of this job is outside of the office and will require different physical demands.

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

This job is 20-29 hours per week for each period of consignment. Hours will fluctuate with the events of the week.

There is necessary travel with this job, including camps, retreats, mission trips, contact work, conferences, and other opportunities.