

## JOB DESCRIPTION

### SUMMER INTERN - NEXT GEN MINISTRY

#### VIENNA PRESBYTERIAN CHURCH

CLASSIFICATION: Administrative

POSITION TITLE: Summer Intern - Next Gen Ministry

CLASSIFICATION: Full-time, non-exempt, hourly (Summer intern - approximately ten weeks)

REPORTS TO: Director of Children's Ministry or Director of Youth Ministry

DIRECT REPORTS: None

#### SUMMARY OF THE POSITION

This position provides college students with a supportive environment in which to gain practical experience in full-time Next Gen ministry work. This position works as part of the Next Gen Team, and collaborates with employees from across multiple VPC ministries.

Due to the nature of church business, this position will often be privy to personal matters concerning staff, congregation members and members of the community. This position requires complete confidentiality in the execution of tasks concerning such information.

#### MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Assist with the preparation, activities planning, administration, and leadership of programming. This may include but is not limited to Vacation Bible School, summer youth trips, camps, and conferences, fellowship and outreach events.
- Plan, prepare, and deliver a Children's Message to align with the Sermon topic during a worship service.
- Set personal and professional goals for the summer and regularly evaluate progress with the direct supervisor/mentor.
- Attend Next Gen Ministry meetings as needed, as well as weekly supervision meetings.
- Attend church-wide staff meetings when necessary.
- Conduct resource room/classroom inventory.
- Assist with fall ministry preparations.
- Oversee and provide work direction to youth volunteers.
- Hours include Sunday through Thursday with some Friday, Saturday, or midweek evening hours as required. Next Gen Intern for Youth will be expected to attend all youth camps/trips, and Next Gen Intern for Children will be expected to attend all children camps/programming.
- Other duties as assigned.

## QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Affirm the mission and values of VPC and be willing to be guided by them.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Excellent knowledge of software programs such as Office365 or Google suite. Ability to learn other programs as needed.
- Ability to work collaboratively with significant numbers of people, both paid VPC staff and volunteers, across the range of VPC's ministries.
- Experience with basic office equipment including copy machines, folding machine, etc.
- Required - current college student or recent graduate.
- Previous experience working with children and/or youth preferred.

## WORKING CONDITIONS

The working conditions of the position are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.