

Summer Intern Job Description
Vienna Presbyterian Church
Please contact either
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Position Title: Children's Ministries Summer Intern

Statement of Purpose:

A nine-week experience that provides intensive on-the-job training in Children's Ministries. This will enable the student to have practical experience in full-time Children's Ministry work with on-the-job supervision.

Qualifications:

1. Committed Christian who is able to articulate a faith in Jesus Christ as his/her Lord and Savior
2. A love for children and experience with children
3. Must be attending or have recently completed college
4. Able to work cooperatively with Children's Ministries Staff and volunteers
5. Good organizational skills
6. Able to work independently when required
7. Computer literate

Reports directly to the Assistant Director and/or Director of Children's Ministries

Learning Objectives:

1. Student will have teaching experiences that cover a range of age groups and settings.
2. Student will be responsible for planning several events both as a member of a planning team and as the sole coordinator.
3. Student will experience teaching, planning, group leadership and evaluation thru:
 - Preparing group for an event
 - Listening to planning team
 - Keeping group on task
 - Helping to resolve conflict
 - Planning for follow-thru
4. Student will experience sharing his/her faith and God's story with young children.

Responsibilities:

1. Assist with and participate in 5 summer camps, including Vacation Bible School, Creativity Camp, Music and Drama Camp, Meadowkirk and Children's Mission Week
2. Conduct Resource Room/Classroom inventory
3. Assist/Teach Summer Sunday School
4. Assist with end of school year programs for Grades 3-6
5. Help get classrooms ready for fall
6. Prepare/Give a Children's Message during worship
7. Help design and produce publicity for Summer Events
8. Attend all necessary planning and staff meetings
9. Read and discuss a significant book on CM
10. Be available for other duties as time allows