

Position Profile – Kids Ministry Summer Intern

Central Heights Church

General Statement of Responsibility:

The Kids Ministry Summer Intern organizes & helps run summer programs and events (including Kids Camp, kids drop-ins, family events, etc.) in addition to serving in Kids Church on Sundays and preparing for the fall ministry year.

Essential Requirements:

To be eligible, applicants must be between 17 and 30 years of age at the start of the employment.

Reporting Relationships:

Reports to both the Kids Pastor & Kids Administrative Assistant.

Terms of Employment:

- 35 hours per week
- 8 weeks, depending on funding approval
- Dates between Monday, June 3 – Sunday, July 28, 2024

Regular Hours:

- Sunday: 7:00 am – 12:00 pm (5 hours)
- Monday, Tuesday, Wednesday, & Thursday: 8:30 am – 4:30 pm (32 hours, inc ½ hr unpaid lunch each day)
- There may be extra hours during summer camp - July 8-12, 2024. Flexibility will be needed for Kids Camp and other kids events that are planned throughout the summer.

Key Responsibilities:

- 1. Working closely with the Kids Ministry staff to coordinate a week-long Summer Camp, July 8-12, 2024.**
 - a. Prepare supplies, crafts, games, and décor before camp begins.
 - b. Help recruit and train volunteers. Invest in youth volunteers to engage, equip and empower them to make a difference with the kids attending camp.
 - c. Leading large group teaching, coordinating small groups, running camp activities, and supervising children.
- 2. Serving & coordinating summer Kids Church ministry.**
 - a. Administration, planning, teaching, and leading large group time.
 - b. Help supervise the ministry on Sunday mornings.
 - c. Prepare for the ministry during the week (activities and crafts).
 - d. Help organize the volunteer schedule & recruit volunteers.
- 3. Coordinating outreach events over the summer months.**
 - a. Working with the Kids Pastor & Administrative Assistant to organize and implement outreach events in June and July.
- 4. Working closely with the Kids Ministry staff to prepare for the launch of the 2024/2025 ministry year.**
 - a. Prepare materials and coordinate events.

Application Deadline: Sunday, May 31, 2024

Send cover letter and resume to jobs@centralheights.ca