



MITCHELL ROAD PRESBYTERIAN CHURCH

Position Description

TITLE: MR Kids Ministry Summer Intern

REPORT TO: MR Kids Director

HR & LEGAL CLASSIFICATIONS

<i>FLSA Status</i>	Exempt	<i>DOL Status</i>	Seasonal	<i>Pay Type</i>	Salary
<i>FLSA EE Class</i>	Professional	<i>DOL Fact Sheet #</i>	17C	<i>Ministerial Exception</i>	Yes

ULTIMATE GOAL / OBJECTIVES OF POSITION:

The MR Kids Summer Intern serves as part of the MR Kids Ministries team and strives to ignite a passion to follow Jesus in the lives of children and their families. The Kids Ministry Intern will be actively involved in Kids Ministry (nursery, preschool, and elementary) by helping with administrative tasks, KM team support, and building relationships with families and children.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Special Events: Assist MR Kids Team with the planning and implementing of special events. (ie: VBS, block party, water park, training and appreciation dinners, etc) 30%
- Relational Ministry: Small and large group opportunities with families and children. 25%
- Weekly Administrative and Planning Activities: Running errands, purchasing, restocking and setting up weekly supplies, printing, and organizing resource room from the previous week. 20%
- Weekly programs: Sunday mornings (this may include, but not limited to helping with assisted check-in, teaching, and assisting where needed in nursery, Sunday school or Kids church.) 15%
- Personal growth: Participate alongside Youth Interns in reading assigned books and discussions pertaining to theological, personal, and ministry development. 10%

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED

- Experience with working in ministry and/or church environment
- Ability to fully embrace the vision and values of MRPC
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Proven leadership skills utilizing a cooperative, collaborative team leadership style
- Flexibility to work Sunday mornings
- Ability to effectively problem solve issues that arise unexpectedly
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Creative in planning activities and events
- Intern Program is 10 Weeks total starting at the end of May through the beginning of August.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

This job operates in a professional office environment with moderate noise and light traffic as well as in a Childcare environment with noise, lots of activity and traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, and requires the ability to work in a confined space while sitting or standing for extended periods of time. This role also requires the ability to get on the floor with children, run & perform other physical movements while inside or outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.

MINISTERIAL EXCEPTION:

Religious Worker not covered by FLSA, Not Entitled to Overtime or Minimum wage.