



MITCHELL ROAD PRESBYTERIAN CHURCH

Position Description

TITLE: MR Kids Ministry Summer Mini Intern (up to 80 hours) REPORT TO: MR Kids Director

HR & LEGAL CLASSIFICATIONS

<i>FLSA Status</i>	Non-Exempt	<i>DOL Status</i>	Seasonal	<i>Pay Type</i>	Hourly	<i>Benefits Class</i>	Not eligible
<i>FLSA EE Class</i>	Support	<i>DOL Fact Sheet #</i>	N/A	<i>Ministerial Exception</i>			N/A

ULTIMATE GOAL / OBJECTIVES OF POSITION:

The MR Kids Summer Mini Intern serves as part of the MR Kids Ministries team and will be actively involved in Kids Ministry by helping with administrative tasks, KM team support, and prepping for MR Kids events.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Programs 60%
 - Assist MR Kids Team with the planning and implementing of special events. (ie: VBS, block party, water park, Preschool Pals, training and appreciation dinners, etc)
- Relational 30%
 - Assist with planning and teaching of 4th grade Hangouts throughout the summer.
 - Assist with planning for grade level events for K5-4th grade.
- Other 10%
 - Running errands, purchasing, restocking and setting up weekly supplies, printing, and organizing resource room from the previous week.

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED

- Must be 15 years of age and have volunteer experience in children’s ministry
- 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
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Creative in planning activities and events
- Mini intern Program is up to 80 over 8 Weeks total during the summer. (begin Tues, 5/28 through Thurs, 8/1).

*specific dates and hours can be available upon request

STAFF AND VOLUNTEERS WHO REPORT TO YOU: N/A

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.