



**Position:** Student Ministries Special Events Intern

**Department:** Student Ministries

**Reports to:** Student Ministries Administrative Assistant

**Internship Level:** Engage (3-12 months) \* *This internship will only take place during the Spring semester and can be tailored for focus only on a single event: i.e. A Night to Remember or Student Ministry Retreats.*

Working under the student ministries staff and reporting directly to the Student Ministries Administrative Assistant, this internship will be a mutual beneficial partnership in which the intern's primary objective will be focused on planning and executing special events, as well as working with and leading volunteer teams. Additionally, the intern will gain experience in other aspects of student ministries including programming, discipleship of students, and teaching.

- 1) **Plan and work to execute Student Ministries winter retreats (Delta and Genesis – January/February).** Work under the direct supervision of the Student Ministries Admin and receive hands on training regarding all aspects of administrative duties for the Delta and Genesis winter retreats. Tasks include but are not limited to creative planning, communicating regularly with the partner camp staff to ensure all details are executed as needed, registration and payments, volunteer management, set-up/tear-down, etc.
- 2) **Plan and work to execute A Night to Remember (March/April).** Work under the direct supervision of the Student Ministries Admin. Practice to execute all tasks and details required for this event. Tasks include but not limited to creating and managing event budget, acquiring and partnering with vendors and other services, recruiting, training and leading volunteer teams, creating or acquiring all necessary supplies for event, etc.

#### ESSENTIAL DEPARTMENT SPECIFIC FUNCTIONS:

- 3) **Attend and participate in student ministry team meetings and complete tasks as assigned.** Meetings include weekly Tactical and Programming meetings, as well as monthly Strategic and quarterly Planning meetings. Responsibilities include: providing suggestions for the weekly program, series ideas, and special events; bringing concerns for consideration to enhance the Student Ministry weekly programs and structure/vision of the ministry as a whole. Complete tasks as assigned through these meetings. Attend all other team meetings as needed.
- 4) **Attend and participate in student ministry services [as needed] and complete tasks as assigned.** Services are Sunday evenings from 4:00-7:30pm (Delta) and Wednesdays from 5:00-8:00pm (Genesis). Tasks may include set up/tear down, greeting and engaging with students, being on stage to host a service, helping to run tech, joining small groups, and helping with any other assigned program elements.
- 5) **Meet with the Student Ministries Community Leader bi-weekly to monthly for supervision and personal/spiritual development.** May address progress, concerns and what is being learned through the course of the internship.

- 6) **Read through assigned books (1-2)** and process with Community Leader. Book will be regarding personal spiritual development. Books TBD.
- 7) **Complete a Final Reflection essay.** This will be a 5-8 page reflection paper detailing the intern's final thoughts about the internship including by not limited to what was learned, experience gained, best and most challenging aspects, and how this internship has contributed to the intern's personal, spiritual and professional growth.

Requirements:

1. Follower of Jesus Christ, growing, yet mature follower of Christ.
2. 18 years of age or older.
3. Demonstrated leadership desire and interest in development of leadership abilities.
4. Demonstrated ability to utilize planning, analytical and problem-solving skills.
5. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
6. Proficient verbal and written communication skills including digital communication such as email.
7. Successful completion of the Child Protection Program process.
8. If completing internship for academic credit, the intern must provide suitable evidence of academic enrollment and requirements for which the intern seeks to satisfy through Heartland's internship to the Human Resources Manager prior to the start of the internship.

Heartland maintains compliance with the U.S. Department of Labor Fair Labor Standards Act regarding unpaid interns, Fact Sheet #71.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR AN INTERNSHIP AT HEARTLAND COMMUNITY CHURCH. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards (management includes my direct supervisor, the Ministry Director and/or the Human Resources Manager). If my performance does not meet expectations I will be counseled by my supervisor and/or Human Resources. I understand that neither the intern or Heartland is bound to continue the internship relationship if either chooses, at its will, to end the relationship at any time.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_