



Job Title: High School Ministry Intern	Created on: 4/2/15
Reports To: David Green	Last Updated: 3/12/19

### **General Description**

The High School Ministry (HSM) Intern is responsible for assisting the Youth Ministry team with all planning, preparation, and execution of all summer ministry related events.

### **Essential Job Functions**

1. **Service**
  - Planning, Organizing & Executing Various Youth Events & Activities;
  - Calling, emailing, and interacting with vendors for event planning;
  - Calling, emailing, and interacting with youth, volunteers, and parents;
  - Planning, ordering, and shopping for needed supplies for events;
  - Entering and maintaining the Fellowship One database relating to the youth ministry's data;
  - Coping, scanning, typing, and filing as needed by the staff;
  - Assisting other ministry areas as approved by the youth staff;
2. **Leadership Training**
  - Completing readings and studies related to the Devotional Teachings;
3. **Personal Growth & Study**
  - Complete assigned readings given to you by the Youth staff;
  - Study and prepare teaching using the Discipleship Class materials;
4. Other duties and responsibilities as assigned by the Youth Ministry Staff.

### **Education and Experience**

- This position requires a person who loves Jesus and has a passionate heart for His harvest.
- Previous experience as a volunteer or participant in Grace Chapel's Youth Ministry is required.
- Ability to be on feet for at least 8 hours a day.
- Ability to lift up to 40 pounds.
- Ability to be outdoors with heat/humidity for at least 8 hours per day
- Ability to walk, stand, kneel, stoop and manual dexterity.
- Must be at least 12 months post high school graduation.