



Job Title: Middle School Ministry Intern	Created on: 4/2/15
Reports To: Dylan Dawkins	Last Updated: 3/12/19

### **General Description**

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

### **Essential Job Functions**

#### **1. Service**

- Planning, organizing & executing various MSM and 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 teachings using the Discipleship Class materials;

#### **4. Other duties and responsibilities as assigned by the MSM 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.

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- 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.