



Job Title: High School Ministry Intern	Created on: 4/2/15
Reports To: Dylan Dawkins	Last Updated: 4/27/21

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;
 - Copying, 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 under the direction of the HSM Pastor;
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 preferred.
- 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.