

Mt. Bethel UMC
Children's Ministry Summer Intern
Job Description

Hours per week: 30

Sunday (8:30am-12:30pm), Monday-Wednesday (8:30am-5pm), Thursday (8:30am-12pm),

Off Friday

Supervisor: Andrew Gilmore

Job is from May 15 through July 31, 2016

One week off for family vacation or mission week, approved in advance.

During Vacation Bible School week, the department and intern will work extended hours.

Primary Responsibilities:

- Help with preparation and execution of preschool and elementary programs for children, including Sunday school and children's worship. This may include making copies of lessons and activity pages and planning crafts and games for the week. Typically, the intern leads our Sunday preschool worship program, God's Garden. The intern will take direction from elementary and preschool coordinator for these duties.
- Coordinating teen volunteers for Vacation Bible School. Responsible for recruiting teens and inputting details into the computer, placing the teens in areas for VBS teen volunteers. The week of VBS, the intern will work with staff and adult volunteers to check in, train, and supervise teens, including making name tags, lists, and T-shirts distribution.
- Administrative help on the computer - inputting registrations for VBS and Children's programs. Maintain records of volunteer hours of service for teens serving at VBS. Should be proficient in MS programs, and ready to learn membership software. Administrative Assistant will supervise and train the intern in these areas.

A love of Jesus and children is a requirement. Flexibility and willingness to fill in when and where needed in Children's Ministry is a must. We desire and respect good time management and a good balance of faith, family, and job.



MT. BETHEL UMC
COMPASSION INTO ACTION

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