

# 2025 LH Summer Intern - LH Kids

## General Description

This role offers a unique behind-the-scenes perspective of working in the local church for someone that is considering ministry as a career. In support of the LH Kids Ministry, the intern will operate under the direction of the LH Kids Director. This person will work mainly on various admin duties assigned by the Director and Coordinators, as well as co-managing various areas of LH Kids on a Sunday morning and assisting in MOVE Week: A camp for kids to GROW so they can GO. He or she will gain real world ministry experience by performing duties during the week such as communicating with leaders and families, prepping classrooms for the weekend service, and learning how to manage a volunteer schedule. They will also receive professional development and discipleship alongside the LH Kids Team.

## Essential Job Functions

1. Attend and actively participate in weekly LH Staff, Discipleship, and LH Kids team meetings.
2. Be available to lead, serve, or coordinate two LH Kids services each Sunday (serve 2; attend 1).
3. Participate alongside our LH Kids Coordinators in the shepherding of our volunteers throughout the week and on the weekends.
4. Participate in the upkeep of our LH Kids rooms and hall by straightening up after a service, restocking classroom supplies and equipment, and keeping storage areas clean and cleared.
5. Assist the Coordinators in editing small group lessons, stocking the rooms each week with the appropriate supplies, and scheduling their leaders.
6. Contribute to the planning and execution of MOVE Week - a camp for kids to GROW so they can GO (June 23rd-27th)
7. Perform other duties as assigned.

## Education and Experience

The ideal candidate has a strong relationship with Jesus, a love for the Church, and a passion for reaching those who don't yet know Him. They should be energetic, eager to grow in their faith and leadership, and have a teachable, humble spirit. This person should be detail-oriented, administratively focused, and personable, with strong communication skills and the ability to work proactively. They must be able to meet tight deadlines in a fast-paced environment. Having a personal laptop and proficiency—or a willingness to quickly learn—Google Drive, Basecamp, and Planning Center Online would be highly beneficial.

## Weekly Schedule

Sunday: 7 am – 12 pm (LH Kids for 2 services and attend 1 service)

Tuesday: 10 am – 3 pm

Wednesday: 10 am - 3 pm

\*These hours are non-negotiable, based on standing meetings that we want the intern to attend.

## Compensation

This is a part-time, paid position. \$16/hr for 15 hrs/week for ten weeks, starting Sunday, May 25th and ending Thursday, July 31st.

Note: Becoming an intern at LH Church does not guarantee employment after the duration of the internship.