



LH Kids Summer 2024 Intern

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 the first ever 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 at least one service in LH Kids each Sunday.
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. Assist the LH Kids team in various admin duties including managing forms, lists, and workflows for baptism, new leaders, and new families in Planning Center Online.
7. Assist the Family Experience Coordinator by restocking worship wiggle bags and new family bags behind LH Kids Check-in weekly.
8. Contribute to the planning and execution of MOVE Week - a camp for kids to GROW so they can GO.
9. Perform other duties as assigned.

Education and Experience

The ideal candidate will be high-energy, eager to grow in their faith and leadership capabilities and possess a teachable and humble spirit. Candidates should be detailed oriented, administrative focused, yet personable. He or she should be proactive in communication and have the ability to meet tight deadlines in a fast-paced environment. It would be very helpful for the individual to possess a laptop and quickly pick up or already have knowledge in Google Drive, Basecamp, and Planning Center Online.

Candidates should have a relationship with Jesus, a love for His Church, and a passion to reach those who do not know Him.

Weekly Schedule

Sunday: 8am – 1pm

Tuesday: 10am – 2pm

Wednesday: 9am - 3pm

**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 26th and ending Sunday, August 4th.

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