

# 2025 LH Summer Intern - Guest Experience

## General Description

This role offers a unique and intentional development process, as well as a behind-the-scenes perspective of working in the local church for someone that is considering ministry as a career. In support of the Campus Team, the intern will operate under the direction of the Guest Experience Director.

This person will work mainly on various admin duties assigned by the Director, as well as co-managing various areas of operations on a Sunday morning. He or she will gain real world ministry experience by performing duties during the week such as emailing leaders, prepping the Campus for the weekend services, and learning how to manage a volunteer schedule. They will also receive professional development alongside the Campus Team.

## Essential Job Functions

1. Attend and actively participate in weekly LH Staff, Discipleship Team, and Campus Team meetings.
2. Participate alongside our Guest Experience Coaches in the shepherding of our Guest Experience Team via our Pre-Service Rallies.
3. Assist the Guest Experience Ministry Coordinators in ensuring the behind-the-scenes operations of our systems run smoothly.
4. Assist the Guest Experience Director in various admin duties such as Team correspondence, Pre-Service Rally prep, new team member onboarding, and data entry/management.
5. Support the Campus Director and Campus Coordinator as needed.
6. Perform other duties as assigned.

## Education and Experience

The ideal candidate will be high-energy and eager to grow in their faith and leadership capabilities. Because interns will receive leadership development and direction from senior church leaders, a teachable and humble spirit is essential. Candidates should possess a deep relationship with Jesus, a love for His Church, and a passion to reach those who do not know Him.

Candidates should be detailed oriented, administratively focused, yet personable. He or she should have the ability to meet tight deadlines in a fast-paced environment. Must be able to take ownership and think critically, while still being focused on the task at hand. Must be able to be responsive and proactive in communication. The successful individual will also possess a laptop and quickly pick up or already have knowledge in Google Drive, Dropbox, and Planning Center Online.

## Weekly Schedule

Sunday: 7 am-1 pm

Tuesday: 10 am – 3 pm

Wednesday: 12 pm - 4 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.