



LH Kids Summer 2023 Intern

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 LH Kids Ministry, the intern will operate under the direction of the LH Kid's 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. He or she will gain real world ministry experience by performing duties during the week such as emailing leaders, prepping classrooms for the weekend service, and learning how to manage a volunteer schedule. They will also receive professional development alongside the LH Kids Team.

Essential Job Functions

1. Attend and actively participate in weekly LH Staff, Ministries Team, Discipleship, and LH Kids team meetings.
2. Be part of our intern development which includes weekly assigned reading and leadership development.
3. Participate alongside our LH Kids Coordinators in the shepherding of our volunteers throughout the week and on the weekends.
4. Assist the Coordinators in editing small group lessons and stocking the rooms with the coming weekend's supplies.
5. Assist the Director in various admin duties such as including mailings, newsletters, onboarding leaders, and organizing outreach activities for families.
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, administrative 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: 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. 15 hours per week for eight weeks, starting June 4th and ending July 26th.

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