



Summer Intern Children, Youth, and Family Ministry Job Description

Status: Part-time; Hourly

Hours: Up to 20 hours per week (Preparation weeks 5-10 hours; Program weeks 10-20 hours)

Duration: June 1, 2026 – August 31, 2026 (flexibility with end date)

Reports To: Director of CYF (Children, Youth, and Family Ministry)

Accountable To: CYF Team, Executive Leadership Team, Church Council

Purpose: This role is designed to develop the leadership skills of the intern for current and future ministry roles as related to interests and educational pursuits. During the intern experience, this role will provide support and leadership for summer CYF programs, assist with developing and implementing curriculum, and participate in ministry meetings to create a welcoming experience for all and opportunities for student leadership.

Eligibility:

- Active volunteer history within the past two years in CYF programs
- Demonstrated working relationship with Director of CYF or CYF Program Staff on personal leadership development within the past two years
- Pursuing current or future education/employment in ministry or a related field including non-profit, education, child development, etc.
- In good standing with CYF ministries at SOTV

Qualifications:

- 16 years of age or older
- Basic skills and familiarity with Microsoft Office Suite and Canva
- Effective communication and relationship building skills
- Demonstrated organizational skills and ability to effectively prioritize and meet deadlines
- Ability to work independently and in a team environment
- Ability to lift 40 pounds regularly and move freely between activities during active programs
- Successful completion of background screenings as performed by SOTV (may include criminal, national sex offender, motor vehicle records, and references)

Expectations:

- Engage in regular practices to maintain and develop personal faith
- Investment in development of leadership skills of self and others
- Supportive of children and youth of all ages and abilities
- Adhere to SOTV policies and best practices for the safety of students and the congregation

Responsibilities and Essential Functions:

1. Collaborate with CYF staff and volunteers to support and carry out summer programs and events
2. Attend CYF team meetings and all staff meetings as appropriately identified
3. Identify focused project(s) for development as aligned with program needs
4. Actively participate in personal leadership development as outlined in partnership with Director of CYF
5. Participate in feedback and summary opportunities related to the internship
6. Other opportunities as appropriately assigned



Core Competencies:

Spiritual Maturity: Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic.

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.

Commitment to Excellence: Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; incorporates the time management skills developed to complete the tasks necessary to support the team and the ministry.

Attention to Detail: organized; attentive to surroundings, perceptive to needs and considerations; proactive recognition of items needing attention.

Work Ethic: Dedicated to quality of work; prompt; reliable; flexible; communicate proactively with others; prepared