



## **RUSH | Event Planning Intern Role Description**

*Updated November 2025*

### **Basic Function:**

While learning basic office skills and programs, the intern will gain hands-on experience in youth ministry operations, team collaboration, leadership, communication, graphic design, and programming, with an emphasis in event planning preparing them for future careers. This position will work closely with the RUSH staff and report directly to the Assistant Director of Youth Ministry.

### **Spiritual Requirements:**

- Has trusted Jesus to save them from their sins and be the Lord of their life.
- A desire to continue developing a strong, committed and mature relationship with Christ.
- Can champion the mission vision and values of Crossroads and RUSH.
  - o Mission of Crossroads
    - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
  - o Mission of RUSH
    - *At RUSH, our mission is to partner with parents as they aim to Biblically lead their student(s), by helping connect their student(s) with God and others at the crossroads of life.*

### **Qualifications:**

- Considers CCC to be their church home. Exceptions may be made if roles are not able to be filled with people who call Crossroads their church home.
- Is consistently serving in a monthly Crossroads' ministry or a ministry in their home church.
- Will be at least 16 years old at the start of their internship in late August 2026.
- Has access to a reliable form of transportation.
- Ideal candidate is already involved in RUSH as a student or leader. If a student, applicant is a consistent RUSH attender.
  - o Is a positive contributor and fully engaged in both large group and small group discussions.
- Must be teachable.
  - o Wants to learn, grow, and lead.
    - Willing to ASK for help.

- Willing to TAKE feedback.
  - Willing to PRAY though feedback and make adjustments.
- Understands confidentiality is a MUST- takes very seriously the importance of maintaining confidentiality - commits to keeping specified information confidential, including from family and close friends.
- Handles conflict in a Matthew 18 manner.
- Understands the expectation for believers to be individuals who display Godly character and integrity while utilizing social media. It is understood that WHAT you post and HOW you interact on your personal social media account(s) matters.

### **Possible Ministry Responsibilities of a RUSH | Event Planning Intern:**

- Be involved, provide input and/or possibly oversee RUSH events, activities, and various Wednesday night programming.
- Develop promotional content for RUSH, including event announcements and outreach materials.
- Assist in the logistical coordination of events, including scheduling, communication, volunteer oversight, etc.
- Complete miscellaneous administrative and database management tasks.
- Attend planning meetings when it coordinates with the intern's office hours.
- Help with menial tasks such as sorting t-shirts, printing/cutting/collating projects, making signs, etc.
- Help prep and set up classrooms, worship center, and lobby for RUSH nights as assigned.

### **Hours/Pay:**

- Most of our internships are paid. Generally speaking, the education and experience the intern brings with them during the interview process will dictate how much an intern will be paid.
- Time frame: 2026-2027 school year (August 24, 2026-May 25, 2027)
- Available Monday, August 24, 2026 from 5:30pm to 8:30pm for mandatory All-Intern Orientation
- Available Monday, August 31, 2026 for a mandatory All-Intern & Staff Supervisor Welcome Dinner
- Available Tuesday, May 25, 2027 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 6-10 hours per week
  - Office hours will be flexible. However, intern must have some daytime availability Mondays-Thursdays from 9am to 4pm to get 75% to 80% of their time worked so that they are able to connect with their staff supervisor. Working nights and weekends only will not work for this internship.

- If applicant is a RUSH small group leader or serving team member, this internship does not include time spent at RUSH on Wednesday night or RECHARGE. If a Crossroads Kids, Connections, or Worship/Tech serving team member or leader, this internship does not include time spent on Sundays serving in their respective ministries. Intern should maintain a serving role within the larger church body throughout their internship period. Hours spent serving in their respective ministries should not be logged on their weekly timesheet.
- Flexible, with advanced notice