



Manitowoc Crossroads Kids Intern Role Description

Updated November 2025

Basic Function:

This intern will aid with the needs of the Crossroads Kids ministry at our Manitowoc campus and is a great opportunity for those interested in ministry to children ages birth – 5th grade, their parents, and serving teams. This position will work closely with the Crossroads Kids staff and report directly to the Director of Crossroads Kids, Manitowoc Campus.

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 Crossroads Kids
 - o Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
 - o Mission of Crossroads Kids
 - *Connect kids with God and others at the Crossroads in their lives.*

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.
- Will call Crossroads – Manitowoc Campus home for the duration of their internship and serve once a month within the Crossroads Kids ministry there during their internship period.
- Is currently serving consistently 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.
- 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 Crossroads Kids Intern:

- Communication with Crossroads Staff, Crossroads Kids serving team members, parents and kids.
- Crossroads Kids curriculum oversight and opportunity to teach in large group.
- Provide input and possibly oversee Crossroads Kids events or Sunday morning programming.
- Help with creating promotional content for Crossroads Kids; with a focus on social media engagement.
- Complete miscellaneous administrative tasks.
- Development of parent engagement via events and/or communications (email, social media, website).
- A significant focus on CCC Wize 'N Up summer outreach program planning and event execution.

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 9 hours per week
 - o Office hours will be flexible. However, intern must have some daytime availability Mondays from 9am to 5pm, Tuesdays and Thursdays from 12pm to 5pm 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.
 - o There may be times when Sunday hours are needed for training, leadership development, and problem solving, providing hands-on experience with what Children's Ministry looks like during service. Intern must have some Sunday availability between 8am-12pm.
 - o 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.