



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
 - Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
 - 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.
 - 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 Wise '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.