

KIDS MINISTRY SUMMER INTERN

JOB DESCRIPTION

Supervisor's Title : Elementary Director
Position Type : Intern, Temporary, Non-Exempt
Location : PaulAnn Baptist Church Campus, Summer Camp Sites

General Summary/Purpose

The Kids Ministry Summer Intern serves on the Family Ministry team for nine weeks in the summer, supporting Elementary and Preschool ministries through hands-on involvement in teaching, events, discipleship, and ministry operations. This role helps create a nurturing, engaging environment where children can grow in their faith through intentional, biblically grounded teaching and strong, meaningful partnerships with parents, all while contributing to a Christ-centered staff culture. With hearts devoted to Jesus and a love for investing in the next generation, the Family Ministry team is committed to helping children build a personal and lasting relationship with Jesus.

Job Duties & Responsibilities (including but not limited to):

- Attend training, devotionals, and 1-on-1 meeting with the Elementary Director
- Assist with weekly ministries including Sunday school and Wednesday nights.
- Help plan and facilitate special events
 - Elementary - Kids Camp, VBS
 - Preschool – Camp Wonder & Awe
- Plan and facilitate weekly outreach events with elementary students and/or preschool children.
- Complete all assigned Bible reading on time and be prepared to discuss.
- Report regularly, on time, and with any assignments completed as requested by the Family Pastor and/or Elementary Director for the purpose of being trained and/or mentored.
- Other related duties as assigned, and time allows.

Qualifications

Education/Training Required

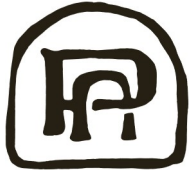
- Successfully complete a Background Check
- Successfully complete MinistrySafe training
- Reliable transportation

Knowledge and Skills

- Ability to speak effectively before groups of students.
- Ability to interact well with parents and other adults.
- Ability to apply common sense understanding to carry out instructions both written and oral
- Ability to collaborate with others
- Time-management skills
- Must have knowledge of using the internet and Microsoft Office 365 applications.

Personal Characteristics

- A passionate Christ-follower who is spiritually mature, trustworthy, humble, and teachable.
- Strive to maintain positive and fruitful relationships with other PaulAnn employees, members, and leaders.
- Have a joyful passion and love for reaching students and children for Christ.
- Have spiritual gifts which may include leadership, mercy, encouragement, and pastoring.



- A collaborative team player who thinks strategically for the whole church, across ministries and generations
- Have integrity, great work ethic, responsibility, organization, and diligence.
- Agreement and commitment to the theology, mission, values, and worship culture of PaulAnn.

Physical Requirements:

- This position may require long periods of standing, walking and playing.
- Lifting/ carrying up to 50 pounds.



Employment At-Will

All employees of PaulAnn are at-will, as such, are free to resign any time without reason. PaulAnn likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No supervisor or employee of PaulAnn has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Reviewed with employee by

Signature:_____ **Name (print):** _____

Title:_____ **Date:** _____

Received and accepted by

Signature:_____ **Name (print):** _____

Title:_____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.