



**ROCK**  
C H U R C H

Department : Youth  
Effective: April 2011  
Replaces: **New Position**  
Position Number: RC-20-11  
Posting Date: April 21, 2011  
1<sup>st</sup> Closing Date: April 27<sup>th</sup>, 2011

**JOB DESCRIPTION**

Position: Youth Ministries Internship Coordinator  
Reports to: Youth Ministries Pastor  
Position Status: Temporary Full-Time, 90 Days with option to extend based on fund availability, Non-Exempt

**Position Summary:**

The Youth Ministries Internship Coordinator is responsible for working closely with the Youth Ministries staff for developing, launching, and overseeing a Youth Ministries internship program which will include: personal, leadership, and youth ministry training/development along with hands on youth leadership experience throughout all Junior High and High School Ministry environments, outreaches, school assemblies, campus clubs, camps/retreats, etc. The Youth Ministries Internship Coordinator will report directly to the Youth Ministries Pastor.

**Job Responsibilities and Duties:**

1. Develop Student Ministries Internship Program including systems, strategy (strategic planning), marketing and weekly/annual schedule.
2. Provide oversight and management of the internship program on a daily basis.
3. Create and manage a yearly calendar for interns including calendar breaks, retreats, conferences, and outside ministry opportunities.
4. Develop a strong marketing strategy for future growth of the internship program inclusive of both Rock and outside marketing opportunities.
5. Network with national youth ministry training schools for quality programming, future enrollment, job opportunities and placement for our graduating interns.
6. Develop and manage the application process for all individuals who apply for an internship within the Youth Ministries Department.
7. Work closely with the Youth Ministries Pastor for strategic impact of the Student Ministries Internship Program to Youth Ministries goals including overall strategy and participation in all ministry environments: small groups, campus clubs, youth services, outreaches, admin support, etc.
8. Manage the assimilation process by assisting interns in the transition after graduation of internship program.
9. Create and brand the Student Ministries Internship Program name, logo, website and appearance.
10. Develop and manage graduation requirement process.
11. Represent the Rock Church as one of the Youth Ministry Leaders by speaking and leading in youth ministry environments to promote the Student Ministries Internship Program.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Youth Ministries Pastor.

**Job Skills and Requirements:**

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. One year experience in a management position (paid or volunteer).
3. Minimum of one year experience in an internship coordinator/director role.
4. Excellent interpersonal skills with experience in conflict resolution.
5. Excellent verbal and written communication skills.
6. Strong organizational skills.
7. Self-motivated and flexible.
8. Ability to work independently and in a team-oriented environment.
9. Ability to recognize and maintain confidentiality as appropriate.
10. Member of the Rock Church.

**Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

**Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and 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 manager, supervisor or employee of the Rock Church 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.