

# JOB DESCRIPTION

Position: Baby Rock Intern

Reports to: Outreach Administrator and Pastor

Position Status: Part Time (20 hrs/week), Unpaid

DEPARTMENT:	Outreach	<b>Ministries</b>

EFFECTIVE: 5 May 2008

REPLACES: All previous

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DIVISION HEAD APPROVAL:

HUMAN RESOURCES APPROVAL:

# **Position Summary**

The Baby Rock Intern will assist in implementing Baby Rock Events. Examples of some of the events are Baptisms, Ministry Fairs and Toys for Joy.

# Job Responsibilities and Duties

- 1. Performs general duties such as filing, copying, typing, organizing, answering phones and making general ministry phone calls.
- 2. Assists in the following areas:
  - a. Seasonal ministry events including Baptisms, Ministry Fairs and Toys for Joy.
  - b. Maintaining Outreach Ministry database/data collection system.
  - c. Serving the Outreach Ministries.
  - d. Event planning for ministries.
  - e. Facilitating communication among ministries.
  - f. Processing all new volunteers.
  - g. Follow up on all Ministry inquiries.
  - h. Recruiting volunteers for special ministry activities/events.
  - i. Working with Rock University and Small Groups for placement of volunteers within the ministries.

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 Outreach Pastor and Administrator.

#### Job Skills and Requirements

- I. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
- 2. Ability to work independently or in a team-oriented environment.
- 3. Ability to use good judgment and experience in conflict resolution.
- 4. Ability to manage budget with financial stewardship.
- 5. Ability to communicate clearly and effectively.
- 6. Experience promoting events.
- 7. Proficient in MS Window operating system, MS Word, MS Excel, Internet e-mail, and Internet usage.
- 8. Strong verbal and written communication skills. Legible writing skills.
- 9. Strong organizational skills.
- 10. Self-motivated and flexible.
- 11. Maintains a Class C Driver's License and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than 2 DMV points on driving record).

- 12. Signed acknowledgement of the Rock Church Statement of Faith.
- 13. Adheres to policies and procedures as stated in the Rock Church employee handbook.
- 14. Regular involvement in the Rock Church activities and events.
- 15. Regular attendee of the Rock Church.

### **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, 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. Only the Head Pastor of The Rock Church has the authority to make any such agreement and then only in writing.

## To Apply

Send your application and resume to Human Resources at hr@therocksandiego.org. All prescreen and pastoral interviews will be scheduled and conducted by the Outreach Department.