



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Kids Intern

The PAC Kids Intern at Princeton Alliance Church (PAC) is interested in pursuing ministry in one of the aspects of PAC Kids ministry. He or she is part of a the Sunday Experience Team, serves actively on a volunteer ministry team, and the intern reports to the Kids Ministry Leader.

The individual provides aptitude and/or interest in the following areas:

Requirements

- A college/university student in Christian Education, Elementary Education, Children's Ministry-related field
- A desire to work within the local church ministry context or non-profit organization
- Proficient in Microsoft Office, Google Docs, and Google Drive

Key Responsibilities

- Collaboration on PAC Kids Team meetings
- Learn, serve in, and train multiple roles in the PAC Kids weekend program
- Fully understand and contribute to the volunteer Leadership Development process
- Summer Camp registration management
- Summer Camp offering research, communication, management and reporting
- Baby Dedication planning and support
- Organization of curriculum research and prepare rollout of fall curriculum
- Summer Blast support and advertising for Summer Camp

Communication/ Coordination

- Communicate with the Ministry Leader regarding victories and challenges
- Consistently contribute to the regular meetings and discussions
- Practice timely, complete, and confidential communication
- Use professional language in all forms of communications including emails

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in the weekly Intern Cohort

- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Ministry Leader regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Intern also participates in regular staff development activities, such as weekly staff prayer and bi-weekly staff meetings. Weekly Sunday attendance at Princeton Alliance Church is required.