



# PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

## Youth Intern

The Youth Ministries Intern at Princeton Alliance Church will be part of a Youth Ministries team that oversees all aspects of ministry of our high school and middle school programs, events and volunteers.

The Youth Intern will have a hands-on experience in both ministering to students and in equipping adult volunteers. As part of his or her duties, the intern also actively participates in bi-weekly team meetings for planning, awareness and leadership development. The intern will learn skills relating to developing people, discipling students, working with systems, project management, event planning, and evaluation for long term ministry health.

### Requirements

- A college/university student between the age of 18-22
- A desire to work within the local church ministry context or non-profit organization
- Proficient in Microsoft Office, Google Docs, Google Drive, and major social media platforms

### Key Responsibilities [specific job description details and tasks]

- End of school year (June) and Summer Youth Group meetings
  - Help plan for and facilitate weekly lessons
  - Order pizza / snacks
  - Plan games / hangout time
- Communication and Social Media
  - Manage social media communication and posts over the summer
  - Research social media trends and develop a plan for how to better connect throughout the school year (\*see Long-term Project)
- Mission Trip preparation
  - Support our team coordinator with administrative needs in preparation for the trip (forms, t-shirts, etc.)
  - Create a binder for leaders with team lists and helpful information
  - Help plan for our Tuesday night out (food and fun)
- Senior Send-off
  - Assist in preparing for our annual Senior Send-off event
- Setting the ministry up for success for the coming school year by:
  - Researching potential curriculum choices
  - Planning for Fall kick-off
  - Creating / updating a games folder
  - Organizing the chapel closet
- Contribute to the continuous improvements of our organization
- Other duties as assigned

### **Long-term Project:**

- As the cultural landscape is constantly changing and the Church is often an outsider in Generation Z's digital world, we want to be better prepared to understand this generation and reach them where they are. The intern will do research on Generation Z (current ages 2-19) and present findings to the Midweek Ministries Team, and what the research could mean for us as we minister to this generation. Since social media is such an important part of this generation's daily lives, the intern will also do some research and come up with a plan of how we can better reach our teens through social media and the internet.

#### ***Phase 1***

- Do research on Generation Z. Who are they? What makes them tick? What are some unique challenges they face? What is the spiritual landscape of this generation?

#### ***Phase 2***

- Present information to the Midweek Ministries Team and lead a group discussion on how this information affects the Church as we are called to reach this generation.

#### ***Phase 3***

- Do research on current social media and internet trends popular with Gen Z. Come up with a robust plan for the 2018-2019 school year of how we can better use these tools to meet this generation where they are.

### **Global Outreach Trip**

- Value of a Short-term Mission—Short-term missions provide opportunities to exercise the spiritual gifts of mercy, compassion, and leadership (among many others), and these gifts are foundational to ministry. The youth intern will attend both the High School and Middle School mission trips to Burtonsville, MD, assisting pastors and small group leaders while on the trip with various tasks as needed. The youth intern will co-lead a work crew / small group during each trip with responsibility over a small group of students..

### **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.