

**POSITION TITLE:** Intern, Student Ministry

**INTERN NAME:**

**DATE:**

**DIRECT REPORT:**

**SENIOR DIRECTOR:**

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> <li>Attend All-Staff Meetings</li> <li>Attend Campus Staff Meetings</li> <li>Attend Student Director Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Develop weekly schedule</li> </ul>	
<ul style="list-style-type: none"> <li>Recruit, train, care for and develop the Student DreamTeam</li> </ul>	<p><b>GrowthTrack</b></p> <ul style="list-style-type: none"> <li>Observe an expert casting vision in GrowthTrack Week 4 one time and complete and observation form on each</li> <li>Co-lead student portion of GrowthTrack Week 4 one time with the expert</li> <li>Lead Student Vision Cast one time while the expert observes and provides evaluation</li> <li>Begin filling in during Growth Track Week 4 as needed</li> </ul> <p><b>Huddle</b></p> <ul style="list-style-type: none"> <li>Observe an expert leading Pre/Post Huddle for 2 Student Nights and complete and observation form on each</li> <li>Co-Lead Pre/Post Huddle for 2 Student Nights with the expert</li> <li>Lead Pre/Post Huddle for 2 Student Nights while the expert observes and provides evaluation</li> <li>Begin leading Pre/Post Huddle for Student Nights alone (as needed)</li> </ul>	
<ul style="list-style-type: none"> <li>Make meaningful connections with families &amp; students</li> </ul>	<ul style="list-style-type: none"> <li>Observe an expert connecting with families/students in the lobby or in the community for 2 weeks and complete and observation form on each</li> <li>Co-Lead connecting with families/students in the lobby or community for 2 weeks with the expert</li> <li>Lead connecting with families/students in the lobby or community for 2 weeks while the expert observes and provides evaluation</li> <li>Begin connecting with families/students alone</li> </ul>	

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"><li>– Lead all Middle School &amp; High School Large &amp; Small Group experiences with excellence</li></ul>	<ul style="list-style-type: none"><li>– Observe an expert teaching 3 Large Groups and complete and observation form on each</li><li>– Go over script for 3 Large Groups with the expert</li><li>– Teach Large Group 3 times while the expert observes and provides evaluation</li><li>– Begin teaching Large Group as needed</li><li>– Complete Group Leader Training</li></ul>	
<ul style="list-style-type: none"><li>– Help ensure all Student Ministry Playbook policies are read, understood and implemented throughout the ministry</li></ul>	<ul style="list-style-type: none"><li>– Go over Student Guide with Senior Director &amp; Direct Report</li></ul>	
<ul style="list-style-type: none"><li>– Provide support for Student Ministry projects and events (including Camps)</li></ul>	<ul style="list-style-type: none"><li>– Attend meetings where special events &amp; camps are planned</li></ul>	