

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"> Attend All-Staff Meetings Attend Campus Staff Meetings Attend Student Director Meetings 	<ul style="list-style-type: none"> Develop weekly schedule 	
<ul style="list-style-type: none"> Assist with vision, strategy and ensure excellent execution used to help students and families take their next steps at CedarCreek. This includes (but is not limited to): weekend experience, Camps, HUB Events, etc. 	<ul style="list-style-type: none"> Weekend and Wednesday Night campuses touring with Senior Director Experience surveys completed upon traveling campuses Fill in needed spots at HUB Events and Student Events 	
<ul style="list-style-type: none"> Participate in Student Team Meetings and help lead when applicable 	<ul style="list-style-type: none"> Provide updates on programming, social media, etc. during meetings for Directors' use Step into leading student meetings when Senior Director is not present 	
<ul style="list-style-type: none"> Lead CedarCreek Students programming team to ensure all content is relevant, effective, evaluated and delivered on time 	<ul style="list-style-type: none"> Planning, developing, executing all social media posts including Facebook, Instagram and YouTube Programming for Large Group and Small Groups are prepared and uploaded to appropriate channels Oversee CedarCreek Students Middle School Weekend and Student Nights experiences where it relates to curriculum, social media, resources and programming. Ensuring all are up-to-date. 	
<ul style="list-style-type: none"> Maintain CedarCreek Students websites with current curriculum and resources 	<ul style="list-style-type: none"> All website updates to be completed for month ahead by middle of previous month Any additional details based off Senior Director guidance 	
<ul style="list-style-type: none"> Help ensure all Student Ministry Playbook policies are read, understood and implemented throughout the ministry 	<ul style="list-style-type: none"> Go over Student Guide with Senior Director and Direct Report 	
<ul style="list-style-type: none"> Provide support for Student Ministry projects and events (including Camps) 	<ul style="list-style-type: none"> Attend meetings where special events and camps are planned 	