

POSITION TITLE: Intern, Student Ministry

DEPARTMENT: Central

REPORTS TO: Director of Students

HRS PER WEEK: 20

POSITION SUMMARY

The Central Student Ministry Intern assists in the development and implementation of Student Ministry strategy; with a focus on curriculum, social media, resources, and programming, across all levels of CedarCreek Students. They participate in conversations regarding the creation and alignment of ministry vision. They cooperate cross departmentally to solve problems.

POSITION RESPONSIBILITIES:

- Attend All-Staff Meetings
- Attend Student Director Meetings
- Gain a full understanding of these leadership responsibilities and execute per your direct report's guidance:
 - Help ensure all Student Ministry Playbook policies are read, understood and implemented throughout the ministry.
 - Provide support for Student Ministry projects and events (including Camps).
 - Complete all requirements of the Internship Program.
 - Complete any additional requirements assigned by the Direct Report or Internship Director.
- Represent a Students Team perspective in all meetings.
- CedarCreek Students Leadership
 - 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, Student Camps, HUB Events, etc.
 - Participate in Student Team Meetings and help lead when applicable.
 - Lead CedarCreek Students programming team to ensure all content is relevant, effective, evaluated, and delivered on time.
 - Oversee CedarCreek Students Middle School Weekend and Student Night experiences where it relates to curriculum, social media, resources and programming.
 - Maintain CedarCreek Students websites with current curriculum and resources.
 - Maintain CedarCreek Students social media requests and participate in strategy conversation.
 - Any additional responsibilities set by the Senior Director of Students.

POSITION REQUIREMENTS:

- Being a Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Championing the 5 Agreements of CedarCreek Church Understanding and commitment to the Spiritual Journey
- Passionate for Students and Leadership Development
- Developing in public speaking/communicating abilities
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

MEASUREMENTS:

The position will be evaluated by the following quantifiable measurements:

- Any identified Internship Program requirements
- CedarCreek Students Dashboard Metrics
- CedarCreek Students programming assessed by Senior Director of Students
- CedarCreek Students Social Media progress assessed by Senior Director of Students

ACCOUNTABILITIES:

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

DISCLAIMER

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The conditions the worker will be subject to in this position.

- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.