

**POSITION TITLE: Intern, Groups and Outreach Ministry**

**INTERN NAME:**

**DATE:**

**SUPERVISOR:**

**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 Kids Director Meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Develop weekly schedule</li> <li>- Develop a time management &amp; task system (Ex. Teamwork)</li> </ul>	
<ul style="list-style-type: none"> <li>- Recruit, train, care for &amp; develop the Groups DreamTeam</li> </ul>	<p><b>Group Leader Training</b></p> <ul style="list-style-type: none"> <li>- Observe an expert lead Group Leader Training &amp; discuss observations</li> <li>- Co-lead Group Leader Training with the expert &amp; process afterwards</li> <li>- Lead Group Leader Training while the expert observes &amp; provides evaluation</li> </ul> <p><b>GrowthTrack</b></p> <ul style="list-style-type: none"> <li>- Observe an expert lead Groups and Outreach Vision Cast in GrowthTrack Week 4 &amp; discuss observations</li> <li>- Co-lead Groups and Outreach Vision Cast in GrowthTrack Week 4 with the expert &amp; process afterwards</li> <li>- Lead Groups and Outreach Vision Cast while the expert observes &amp; provides evaluation</li> </ul> <p><b>Onboarding</b></p> <ul style="list-style-type: none"> <li>- Observe an expert lead a Groups interview &amp; discuss observations</li> <li>- Co-lead a Groups interview with the expert &amp; process afterwards</li> <li>- Lead a Groups interview while the expert observes &amp; provides evaluation</li> <li>- Become owner of the Groups On-Boarding process including full knowledge of the Kids Team Leader Guide &amp; all role-specific training</li> <li>- Train new DreamTeam</li> </ul> <p><b>Connection</b></p> <ul style="list-style-type: none"> <li>- Create goal of new people to meet every weekend with a follow-up plan</li> <li>- Create a weekly care goal (text/thank you note/coffee date, etc.) plan for Group Leaders.</li> </ul>	

<b>Position Responsibilities</b>	<b>Experiences/Trainings to Complete</b>	<b>Due Date</b>
<ul style="list-style-type: none"> <li>- Make meaningful connections with Groups</li> </ul>	<ul style="list-style-type: none"> <li>- Observe an expert connecting with guests in the lobby or in the community for 2 weeks</li> <li>- Co-lead connecting with guests in the lobby or community for 2 weeks with the expert</li> <li>- Lead connecting with guests in the lobby or community for 2 weeks while the expert observes and provides evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>- Contribute to making the CedarCreek a place to connect with others and find freedom through authentic relationship.</li> </ul>	<ul style="list-style-type: none"> <li>- Become competent in the Semester Rhythms and the Group Registration Process.</li> <li>- Master building the Groups Directory in Rock.</li> </ul>	
<p><b>Second Saturday Serve</b></p> <p>Christmas Shoebox Collections</p> <p>Back to School Supply Collection</p>	<ul style="list-style-type: none"> <li>- Observe an expert plan and execute a second Saturday Serve</li> <li>- Co-lead with and expert a second Saturday Serve</li> <li>- Lead a Second Saturday Serve while an expert observes.</li> </ul> <p>Work with the Campus Groups and Outreach Director to plan and execute the collection of Christmas Shoeboxes and the distribution to the local partner schools.</p> <p>Work with the Campus Groups and Outreach Director to plan and execute the collection of Christmas Shoeboxes and the distribution to the local partner schools.</p>	