

POSITION TITLE: Intern, Kids Ministry

INTERN NAME:

DATE:

SUPERVISOR:

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

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<ul style="list-style-type: none"> - Make meaningful connections with families & kids 	<ul style="list-style-type: none"> - Create a goal of families to connect with & follow up accordingly - Create a goal of kids to connect with & follow up accordingly - Equip Group Leaders to connect with parents & kids every weekend 	
<ul style="list-style-type: none"> - Contribute to making the CedarVille environment safe & excellent for children 	<ul style="list-style-type: none"> - Become competent in all Guest Services responsibilities (New Family Check-In & Assisted Check-In) - Become competent in all Environment Leader responsibilities - Become competent in weekend prep (Ex. totes, group supplies, etc.) 	
<ul style="list-style-type: none"> - Lead all Preschool & Elementary Large & Small Group experiences with excellence 	<p>Preschool Large Group</p> <ul style="list-style-type: none"> - Observe an expert lead Preschool Large Group & discuss observations - Co-lead Preschool Large Group with the expert & process afterwards - Lead Preschool Large Group while the expert observes & provides evaluation <p>Preschool Small Group</p> <ul style="list-style-type: none"> - Observe an expert lead Preschool Small Group & discuss observations - Co-lead Preschool Small Group with the expert & process afterwards - Lead Preschool Small Group while the expert observes & provides evaluation <p>Elementary Large Group</p> <ul style="list-style-type: none"> - Observe an expert lead Elementary Large Group & discuss observations - Co-lead Elementary Large Group with the expert & process afterwards - Lead Elementary Large Group while the expert observes & provides evaluation <p>Elementary Small Group</p> <ul style="list-style-type: none"> - Observe an expert lead Elementary Small Group & discuss observations - Co-lead Elementary Small Group with the expert & process afterwards - Lead Elementary Small Group while the expert observes & provides evaluation <p>Other</p> <ul style="list-style-type: none"> - Provide on-going coaching to Large & Small Group Leaders 	

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<ul style="list-style-type: none"> - Help ensure all Kids Ministry Playbook policies are read, understood, & implemented throughout the ministry 	<ul style="list-style-type: none"> - Become owner of all Kids Playbook standards - Have needed coaching conversations with DreamTeam to ensure all standards are executed 	
<ul style="list-style-type: none"> - Provide support for Kids Ministry projects & events 	<ul style="list-style-type: none"> - Attend meetings where special events are planned & complete any given responsibilities 	