**CedarCreek Internship - Individualized Development Plan**

**Intern name:**

**Date:**

**Direct Report:**

**Senior Director:**

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| **Position Responsibilities** | **Experiences/Trainings to Complete** | **Due Date** |
| Attend All-Staff Meetings  Attend Campus Staff Meetings  Attend Student Director Meetings | * Develop weekly schedule * Develop a time management and task system (Ex. Teamwork) |  |
| Recruit, train, care for and develop the Kids DreamTeam | * Kids DreamTeam Huddle: * Observe an expert lead Kids DreamTeam Huddle and discuss observations * Co-lead Kids DreamTeam Huddle with the expert and process afterwards * Lead Kids DreamTeam Huddle while the expert observes and provides evaluation * Kids Vision Cast * Observe an expert lead Kids Vision Cast in GrowthTrack Week 4 and discuss observations * Co-lead Kids Vision Cast in GrowthTrack Week 4 with the expert and process afterwards * Lead Kids Vision Cast while the expert observes and provides evaluation * Become owners of the Family Ministries On-Boarding process including full knowledge of the Kids Team Leader Guide and all role-specific training. * Observe an expert lead an interview and discuss observations * Co-lead an interview with the expert and process afterwards * Lead an interview while the expert observes and provides evaluation * Train new DreamTeam * Create a 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 |  |
| Make meaningful connections with families and kids | * Create a goal of families to connect with and follow up accordingly * Create a goal of kids to connect with and follow up accordingly * Equip Group Leaders to connect with parents and kids every weekend |  |
| Contribute to making the CedarVille environment safe and excellent for children | * 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.) |  |
| Lead all Preschool and Elementary Large and Small group experiences with excellence | * Preschool Large Group * Observe an expert lead Preschool Large Group and discuss observations * Co-lead Preschool Large Group with the expert and process afterwards * Lead Preschool Large Group while the expert observes and provides evaluation * Preschool Small Group * Observe an expert lead a Preschool Small Group and discuss observations * Co-lead a Preschool Small Group with the expert and process afterwards * Lead a Preschool Small Group while the expert observes and provides evaluation * Elementary Large Group * Observe an expert lead Elementary Large Group and discuss observations * Co-lead Elementary Large Group with the expert and process afterwards * Lead Elementary Large Group while the expert observes and provides evaluation * Elementary Small Group * Observe an expert lead an Elementary Small Group and discuss observations * Co-lead an Elementary Small Group with the expert and process afterwards * Lead an Elementary Small Group while the expert observes and provides evaluation * Provide on-going coaching to Large and Small Group Leaders |  |
| Help ensure all Kids Ministry Playbook policies are read, understood and implemented throughout the ministry | * Become owners of all Kids Playbook standards * Have needed coaching conversations with DreamTeam to ensure all standards are executed |  |
| Provide support for Kids Ministry projects and events | * Attend meetings where special events are planned and complete any given responsibilities |  |