**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 MeetingsAttend Student Director Meetings  | * Develop weekly schedule
* Develop a time management and task system (Ex. Teamwork)
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| 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

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| 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
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| 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.)
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| 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
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| 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
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| Provide support for Kids Ministry projects and events  | * Attend meetings where special events are planned and complete any given responsibilities
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