

POSITION TITLE: Intern, Safety and Facilities

INTERN NAME:

DATE:

SUPERVISOR:

SENIOR DIRECTOR:

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> - Attend All-Staff Meetings 	<ul style="list-style-type: none"> - Develop weekly schedule - Continue to develop a task system - Help develop details of new projects and ongoing tasks 	
<ul style="list-style-type: none"> - Gain a full understanding of facilities and safety management 	<ul style="list-style-type: none"> - Learn task management - Learn policy implementation - Learn facility skills (paint, h-vac, plumbing, etc.) - Project time management - Leading DreamTeam 	

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> - Learn to lead the online weekend experience - Carry vision for weekend programming and creative direction to the Online Team and execute with excellence 	<ul style="list-style-type: none"> - Observe an expert leading the Weekend Service and complete an observation form - Co-lead the Weekend Service with the expert - Lead the Weekend Service while the expert observes and provides evaluation - Begin leading Weekend Services alone as needed 	
<ul style="list-style-type: none"> - Provide support for Arts Ministry projects and events 	<ul style="list-style-type: none"> - Attend meetings where special projects or events are planned - Help with set design changes - Assist with Central Production projects 	