

Progressive Union M.B. Church
Summer Internship Job Announcement

Position: Youth Ministry Summer Intern

Four (4) positions available: Two (2) for Intern Position I; Two (2) for Intern Position II

Opening Date: May 6, 2019

Closing Date: May 20, 2019

Compensation: \$8.00 per hour

Interview Dates: May 28 - 30, 2019

Start Date: June 3, 2019

End Date: July 26 and August 2, 2019

Qualifications & Requirements

Applicant Must be an active Christian, involved in the ministry and possessing faith in Jesus the Christ; a member of Progressive Union M.B. Church; a **high school graduate under the age of 21 years old with evidence of seeking higher education** (enrolled in technical school or a two-year or four-year college); available for work June 3, 2019 thru August 2, 2019 for Intern Position I and June 3, 2019 thru July 26, 2019 for Intern Position II; available twenty (20) to twenty-five (25) hours per week, four (4) to five (5) hours each day between 9AM and 5PM, Monday thru Friday (no work July 4). Applications along with a resume must be submitted. *Position II may have longer hours available under the CDC program.*

Intern Position I: Applicant must be: self-motivated; an independent worker; capable of organizing; able to multi-task; have strong communication skills (able to follow verbal and written instructions and able to communicate in verbal and written form); familiar with Word, Excel, and PowerPoint.

Intern Position II: Applicant must be: an excellent multitasker with a genuine passion for working with and empowering children, patient, fun-loving and confident in their ability to motivate and assist young summer campers in everything from learning new skills to simple physical activities and games. Must have strong communication skills capable of following instructions from supervisors and giving instructions to young summer campers.

Essential Job Functions

Individuals will answer directly to the youth ministry and/or CDC directors and camp supervisor. Among other duties that may be assigned by the directors, Interns will have the following responsibilities: assist with organizing, filing, storage, creatively preparing for July through December youth ministry programs and the 2020 youth ministry calendar, contacting and scheduling vendors and personnel for programs and events, assisting with all summer programs involving the youth ministry and CDC students (including daily field trips, physical activities and some after regular work hour events and activities); be a living example of a believer in the Christian faith; be willing to share your faith appropriately with others.

End of Job Requirement

All Summer Interns will be required to make an End of Internship Presentation on what they did and learned in the job positions and the value of the intern program to them and future applicants. The 5 to 10 minute presentation may be a PowerPoint presentation or include a handout of the outline of the presentation for the listeners to follow during the talk. The audience for the presentation may include the pastor, personnel board, CDC director, CDC summer camp supervisor and youth ministry director.

Application Process

Applications available in the secretary office and online at www.pumbchurch.org under the 'Youth' tab **Applications must be accompanied by a resume*** and **submitted to the church office by mail or hand delivered in a sealed envelope by the above closing date. Address envelope as follows:**

Personnel ~ Summer Intern Program
Progressive Union M.B. Church
1919 Brandon Town Road, NW
Huntsville, AL 35816

* *High School Resume Writing Workshop: Sunday, May 12, 2019, 9:30 AM Sunday School Class Room*