



Youth Ministry Summer Intern Job Announcement



PROGRESSIVE UNION
— *Missionary* —
BAPTIST CHURCH

Position: Youth Ministry Summer Intern

Positions available: Four (4)

Opening Date: May 1, 2026

Compensation: \$15.00 per hour

Start Date: June 1, 2026

Closing Date: May 18, 2026

Interview Dates: May 21 – 22, 2026

End Date: July 31, 2026

Qualifications & Requirements

Applicants must be active Christians who demonstrate a personal faith in Jesus Christ and are actively involved in ministry. Candidates must also be members of Progressive Union M.B. Church and be between the ages of 16 and 21. Applicants must be available to work Monday through Friday, 9:00 a.m. to 6:00 p.m., from June 1, 2026, through July 31, 2026, and must provide their own transportation to and from the worksite.

Intern Position I – Requirements

Applicants must demonstrate the following:

- Self-motivation and the ability to work independently
- Strong organizational and multitasking skills
- Effective communication skills, including the ability to follow verbal and written instructions and communicate clearly in both formats
- Proficiency in Microsoft Word, Excel, and PowerPoint, as well as familiarity with Adobe, GroupMe, Facebook, and Instagram
- Willingness and ability to learn additional platforms such as Clipchamp and Canva

Intern Position II – Requirements

Applicants must:

- Be at least 18 years of age
- Demonstrate the ability to understand and follow rules and instructions related to the care and supervision of children
- Be capable of monitoring children throughout the day to ensure safe, respectful, and appropriate interaction

Essential Job Functions

All interns will report directly to the Youth Ministry Director, CDC Director, and/or Director of Operations and may be assigned additional duties as needed.

Intern I Responsibilities:

- Assist with general office operations, including organizing, filing, and record storage
- Support the planning and preparation of youth ministry programs from July through December, including development of the 2027 youth ministry calendar
- Coordinate with vendors and personnel for programs and events
- Assist with youth programs and events, including occasional activities outside regular working hours
- Support inventory management of church property
- Serve as a positive example of Christian faith and demonstrate a willingness to share that faith appropriately

Intern II Responsibilities:

- Carry out daily duties as directed by the CDC Director
- Ensure the safety and well-being of children enrolled in the CDC Summer Camp program

End-of-Internship Requirement

On July 30th at 6PM, all summer interns will be required to deliver a 5 to 10 minute presentation summarizing their experience, including key responsibilities, lessons learned, and the value of the internship program. Presentations may be delivered using PowerPoint and should include a handout outlining the presentation for the audience. The audience may include the Pastor, Youth Ministry Director, CDC Director, Personnel Committee/Interview Panel, Deacon Advisors, Director of Operations, and parents.

Application Process

Applications are available in the Church Office and online at: <https://pumbchurch.org/job-announcements/>

- To apply:
1. Download the application
 2. Select "Fill & Sign" to complete the form
 3. Print the completed application

Applicants must submit their completed application **along with a resume** to the church office either by mail or hand delivery in a **sealed** envelope. Submissions must be received by the above stated deadline. Address the envelope to:

2026 Summer Intern Program
PUMBC Personnel Committee
1919 Brandon Town Road, NW
Huntsville, AL 35816