

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

**Children's Ministries Intern
(Tweens and Special Needs)**

Summary: The Children's Ministries Intern (Tweens and Special Needs) shepherds, leads, teaches, and supports Children's Ministries with a focus on 4th and 5th graders and children with special needs.

Location: Bethany Green Lake

Reports to: Children's Ministries Associate

FLSA Status: Non-exempt; Part-time

Classification: Intern (10 months, September-June)

KEY RESPONSIBILITIES

1. Participate in the planning, implementation, and continual improvement of Tweens classes, activities, and special events in collaboration with staff and volunteers
 - Assist in development of learning benchmarks and biblically grounded curriculum for Sunday and midweek classes, activities, and events
 - Teach and assist with Tweens Sunday School in collaboration with volunteers
 - Plan, implement, and evaluate special events, such as the annual winter camp and service projects
 - Perform administrative tasks as needed
2. Assist in recruiting, equipping, caring for, and retaining volunteers
 - Assist in developing volunteer recruiting, care, and staffing systems for Children's Ministries
 - Check in with volunteers regularly, providing encouragement and feedback in their ministry with Tweens
3. Provide a caring and safe environment for children, ages 5 through 5th grade, during Parent Support Groups (both the foster care/adoption and parents of children with special needs)
 - Manage the care and supervision of children, ensuring adequate volunteer staff, appropriate environment and activities, and procedures for addressing behavioral issues
 - Understand and communicate the policies and best practices to volunteers and parents as they relate to children's safety
 - Communicate with the Children's Ministry Associate and the parents, as appropriate, in the case of a reportable incident
4. Explore vocational calling by experiencing educational ministries, leading and managing volunteers, event planning and evaluation, application of child development and family systems theory; theological reflection through participation in staff development, trainings and in the design, planning, implementation, and assessment of children's curriculum, classes, activities, and events

POSITION QUALIFICATIONS

- Demonstrates virtues, qualities and practices of a devoted follower of Jesus Christ (such as trustworthiness, humility, hope, and spiritual disciplines)
- Enjoys children and developing in them a lifelong passion for following Jesus
- Able to engage with and make a positive contribution to staff culture
- Pursuit or completion of a Bachelor's degree in elementary education, or a related field or equivalent experience, preferred
- Professes full agreement with the statement of faith of Bethany Community Church
- Possesses excellent verbal, written, and interpersonal communication skills

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work hours fall within the Sunday through Thursday timeframe, with some evenings and early mornings required, 15 hours a week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.