

# Middle School Ministry Intern

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## 1. Position Details:

1. Reports to Middle School Director (MSD)/Pastor
2. Hours: 15
3. Suggested Pay: TBD
4. Office in CBC's Green House
5. Vision: assist the MSD/Pastor in creating a gracious community where students will be welcomed, valued and cared for; plus equip and encourage students in their walk with Christ

## 2. Job Duties:

1. Attend all Straight Up meetings, events, and trips
  1. Help plan, prepare and manage Straight Up outings
  2. Coordinate and organize pre-trip/event meetings with all volunteers
  3. Create and supply necessary spreadsheets, documents and release forms for all outings
  4. Design trip and event flyers and brochures
  5. Keep the vending machine full, with popular items that continue to sell
  6. Ability to document all Straight Up's activities
2. Keep Straight Up's facilities clean and tidy in order to create a welcoming atmosphere
3. Straight Up Parents
  1. Ability to exchange information; social media, emails, texts, etc.
  2. Be visible and open to Straight Up families
4. Worship Team & Sound Management Sunday mornings and Wednesday nights
  1. Regulate (and lead if applicable) Straight Up's student lead worship team
    1. Engage with the worship set and give gentle and appropriate feedback
      1. Practice is an hour before service
  2. Have music chord/lyric sheets prepared for worship leaders
    1. Manage and add to the Worship Binders
    2. Condense worship chord/lyric sheets onto one page
  3. Operate Pro Presenter - worship lyrics and backgrounds each service
5. Administration
  1. Maintain and update Straight Up's student group in PCO
    1. Continue to add and update contact information
  2. Record attendance using PCO Check-In
    1. If a student has been absent for 3 or more weeks - reach out and encourage them to attend that week's worship gathering
6. Social Media
  1. Be attentive and active
  2. Respond to parents and students
  3. Post Straight Up activities and trips

## 3. Job Factors

1. Love for Jesus and a passion for young teenagers
  1. Connect with students on a deeper level
2. A life that reflects the values of Jesus
3. Demonstrating evidence of spiritual maturity
4. Computer literate
5. Ability to recognize and maintain the confidentiality of information as appropriate