

Summer Intern Job Description

Job Description

- Support the mission and goals of the Children's Ministries program at First Congregational Church Hudson
- Assist the Director of Children's Ministries in delivering Vacation Bible School (**June 5-8; 5:30pm- 8:00pm**) and Summer Fellowship events throughout the summer, with responsibilities including but not limited to:
 - Plan and organize summer programs and events
 - Provide administrative support for summer programs and events (ie: making phone calls, marketing events, reserving rooms, managing and purchasing supplies)
 - Create emails, fliers, publications, and other communications that will be used for parents, children, and the church community.
 - Interact with children and parents at various summer fellowship events
 - Lead activities, lessons, and stories at Vacation Bible School and various summer Fellowship events.
- Build and maintain inventory of supplies for events and programs.
- Communicate with parents and children through flyers, forms, handouts, emails and phone calls.
- Deliver the Children's Message periodically during the summer.
- Support the Summer Sunday School program.
- Attend weekly staff meetings as needed.
- Assist in evaluating programs and classroom operations.

Qualified applicants will have:

- A strong faith and a passion for sharing that faith with the children of First Congregational Church
- Completed their sophomore year in high school/ First year of college preferred
- A valid driver's license
- Experience working with children
- Strong computer skills, including proficiency with spreadsheets, databases, and word processing. Graphic knowledge a plus.
- Strong attention to detail and accuracy, including excellence written communication skills.
- Highly developed organizational skills
- Well-developed people skills
- The ability to take direction and listen to feedback
- The ability to manage time, complete assignments, and initiate new ideas and tasks.

Qualified applicants will be:

- Self-motivated and flexible
- Able to manage timelines and deadlines
- Supportive of the mission of First Congregational Church
- Able to adapt to the policies and expectations of the staff of First Congregational Church

- Able to communicate effectively and professionally with parents, children, and church staff.
- Able to work as part of a team.
- Able to maintain confidentiality

Preferred Qualifications

- Demonstrate experience in developing a program from start to finish
- Experience with public speaking
- Experience with classroom management