



Position Title: Youth Ministry Intern

Reports to: Director of Youth Ministries

Job Type: Internship/20 hours/Week

Job Summary:

The Youth Ministry welcomes short and long-term ministry experiences that will support the overall processes and functions of the Erie City Mission's youth programs. Duties in various capacities will include, but are not limited to program planning, communication, facilitation, teaching, promotion, administration and data base management.

The successful candidate must be a follower of Christ and embrace Christian discipline. He/She is a team-player, who is able to develop mentoring relationships with urban youth, possesses excellent interpersonal and communication skills, has a servant's heart and is creative and attentive to detail and organization. He/She must possess a clear understanding of acceptable business practices that reflect Christian integrity and demonstrates a commitment to ECM's overall mission, vision and its Statement of Faith. He/She must also successfully complete all background clearances and paperwork as required by the State of Pennsylvania and the Erie City School District.

Essential Functions:

- Function in both support and leadership roles in overseeing and facilitating ECM youth programs that include summer camps, workshops, after school programs, and all other youth outreach events. Work breakdown:
 - Student Engagement/Program Facilitation – 80% when programs are in session
 - Program Administration – 20% when programs are in session
 - Program Planning and Administration – 80% when programs are not in session
 - Student Engagement/Follow Up – 20% when programs are not in session
- Serve as a catalyst and leader for personal and spiritual growth, by example and by articulating your faith with youth, parents, staff and volunteers.
- Communicate with, supervise and lead students in small and large group settings.
- Share in brainstorming and planning sessions for established and developing programs
- Support in creating a positive, encouraging culture of hospitality, teamwork and spiritual growth for student participants, fellow staff and volunteers.
- Maintain student data base system for tracking and compilation of statistics for effective program measurements and evaluation.
- Manage conflict resolution when necessary according to established procedures.
- Help to ensure that program operates in a safe manner accordance with all established protocols and appropriate legislation and regulations.

Education & Experience

The Youth Ministry Intern should possess a sense of call to ministry and desiring a place to follow and process that calling. He/She should have a high energy level for the demands of a growing ministry and either possess or currently working toward an associate's or bachelor's degree in ministry or another youth related field.

Knowledge, Skills & Abilities

- Excellent relational and leadership skills along with a strong judge of character.
- Strong computer skills, including proficiency with Microsoft Office; Word, Excel, PowerPoint and Google Docs.
- Strong public speaking and written communication skills
- Strong interpersonal, organizational and problem-solving skills.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to take responsibility; to work well as a team member and to work independently without supervision.
- Adaptable and flexible to situations and priorities.
- Demonstrates appropriate boundaries in life, relationships, and ministry.
- Lives out the gospel, not seeking perfection but embracing transparency and grace.
- Good driving record with confident ability to drive a 12 passenger van with student passengers

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is both sedentary and active, sitting for periods of time and regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Working Conditions

Works primarily out of the main campus; administrative offices, but responsibilities will also include travel to ECM off-campus locations, meetings, events etc. Will require a schedule that can be flexible to the various needs and seasons of the organization which may also include occasional evenings and weekends.

Disclaimer: Although the Erie City Mission (ECM) has attempted to accurately and thoroughly describe this position, ECM reserves the right to change the same; including changing, adding to or subtracting from the duties outlined, within the sole discretion of ECM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Ministry Representative Signature: _____
Steve Westbrook, Executive Director

Employee Signature: _____ **Date:** _____