

INTERJERSEYCHURCHIPS

WEEKDAY PRESCHOOL & KINDERGARTEN

Position

Weekday Preschool & Kindergarten Intern

Hours

Full-Time (40 hours per week)

Reports To

Director and Assistant Director

Job Overview

The Jersey Weekday Preschool & Kindergarten Intern will learn all aspects of how a private, Christian early education center runs. You will support administrative staff in preparation and implementation of our new summer camp program. Success will be determined by an excellent collaborative relationship that results in a successful implementation of summer programming.

Responsibilities and Duties

- Support Administrative Staff in preparing for the opening of our summer camp program.
- Prepare activities for curricular themes that will be implemented each week of camp.
- Contribute to the ongoing conversation of what will best meet the developmental needs of our students.
- Learn and implement the standards set forth by our licensing body, the Ohio Department of Job and Family Services.
- Participate in staff training and professional development that prepare you to work directly with students and their families.
- Collaborate with administration and camp counselors.
- Maintain a positive attitude and demeanor with students and colleagues.
- Protect the safety and privacy of our students at all times.

Qualifications

- Completed a minimum of your sophomore year of college in education or a related field.
- Prior experience working with students and children in church or in a formal school setting.
- Positive attitude and willingness to be flexible.
- Familiar with Google Drive.
- Personable and approachable so staff and family members feel comfortable speaking with you.
- Able to initiate conversations to help improve the overall operation of our programing by providing constructive feedback.
- First aid and CPR training are appreciated but not required.

Other

- A heart for sharing the love of Jesus with children and their families.
- A heart for the local church, a growing relationship with Jesus Christ.
- Alignment with Jersey Church vision and mission.
- Must maintain confidentiality and trust in all school and church matters.
- Must love the church and be willing to serve under the authority of the Senior Pastor.
Conservative theological views.