



## Summer Intern Program Children's Ministries

If you are a young adult, junior in high school through freshman in college, who...

- ✓ Enjoys working with children
- ✓ Likes to plan and organize activities for children
- ✓ Welcomes the opportunity to share your faith, time, and love with others
- ✓ Possesses an accepting, loving and enthusiastic attitude
- ✓ Likes challenges and exciting opportunities

**Application deadline is May 25 or until position is filled.**

## Sierra Vista UMC's Summer Intern Job Description

### Mission Statement of Children's Ministries:

By partnering with parents, we help children develop an intimate, life-long relationship with Jesus Christ. We provide year-round activities that teach relevant and faith developed programs. We strive to surround children with a safe, loving and inclusive environment, so that each child and their family can grow their love, faith & service for Christ.

### Characteristics Needed

1. Love and enthusiasm for children, along with an accepting attitude.
2. Organizational and communication skills.
3. Commitment to timeliness.
4. Flexibility with scheduling and in planning.
5. Capability to relate to professional staff, as well as with children.
6. Ability to be a self-starter.

### Job Summary

1. Help create, plan, coordinate, and supervise our children's summer programs, including:
  - a. Wednesday Mission program – Meals for the Elderly
  - b. Vacation Bible School.
  - c. Church Camp
  - d. Teach weekly children's Sunday School classes.
2. Purchase supplies needed for programs, making sure to follow Church financial protocol.
3. Support Sierra Vista staff in congregational events and goal achievements

**Training Provided:** The professional staff of Sierra Vista will provide training in the first week of intern employment followed by support and training throughout the time that the interns are a part of the programs at SVUMC.

**Time Commitment:** Hours vary according to children's activities and include some evenings, weekend hours, Sunday morning responsibilities, as well as leadership to overnight camps. Because of the varying times of activities, summer camp schedules, and the preparation time for activities, summer interns are only allowed to take a maximum of three (3) college credit hours per summer.

The internship will run for 6 weeks during, June, and July. Specific dates will take into consideration the Church's and intern's schedules.

**Benefit to the Intern:** The interaction with children provides for personal growth, learning, and faith development. Also, a stipend amount of \$1300 for two months will be paid biweekly throughout the internship to each intern.

**Accountability:** Interns are accountable to the professional staff at Sierra Vista United Methodist Church. All interns shall conduct themselves in such a way that they are good role models for children. Any actions that do not reflect Christian values will result in immediate dismissal.

Those interested in an internship with Sierra Vista's Children's Ministries should email to the address below a résumé, two personal references (with current email or phone contact information). Intern candidates should also complete the application form that follows this job description and email it to the Church Office.

SIERRA VISTA UNITED METHODIST CHURCH

EMPLOYMENT APPLICATION  
Summer Intern Program Assistant  
Children's Ministries

Personal Data:

Name \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Alt. Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver License No. \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_ Have you ever been convicted of a felony? \_\_\_\_\_

Training / Education:

High School - Name and Location:

\_\_\_\_\_

Year graduated \_\_\_\_\_ Or, highest grade completed \_\_\_\_\_ Or, GED \_\_\_\_\_

Honors or awards: \_\_\_\_\_

\_\_\_\_\_

College - Name and Location:

---

Degree earned \_\_\_\_\_ Or, years completed \_\_\_\_\_ Course of study \_\_\_\_\_

Honors or awards: \_\_\_\_\_

Other Training: \_\_\_\_\_

Equipment of which you have working knowledge:

Computer \_\_\_\_\_

Microsoft Publisher \_\_\_\_\_  
Word Perfect \_\_\_\_\_  
Print Shop \_\_\_\_\_  
Microsoft Word \_\_\_\_\_  
Internet \_\_\_\_\_  
Microsoft Outlook \_\_\_\_\_  
Microsoft Excel \_\_\_\_\_

Multiple-line phone \_\_\_\_\_  
Copier \_\_\_\_\_  
Folding machine \_\_\_\_\_  
Postage meter \_\_\_\_\_

Other, please specify: \_\_\_\_\_

Employment

Are you currently employed? \_\_\_\_\_

If yes, may we contact your present employer as a reference check? \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Work experience during the last 5 years (Make sure to include positions related to children.):

Employer	Phone No.	Position or Type of Work
----------	-----------	--------------------------

References

Personal (non-family members)

#1 Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Email address \_\_\_\_\_ Alt. Phone No. \_\_\_\_\_

#2 Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Email address \_\_\_\_\_ Alt. Phone No. \_\_\_\_\_

In a brief statement, please explain why you want this position (Please include a separate sheet if necessary.):

You are encouraged to attach a résumé and cover letter.

By signing below, you acknowledge that all information in this application is correct to the best of your knowledge. You also grant Sierra Vista United Methodist Church and the United Methodist Church Southwest Conference to perform a criminal background check prior to your employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_