



## **Lakewood Kids Ministries Summer Intern**

**Position Description:** The Summer Intern will work for approximately 10 weeks, assisting the Director and Assistant Director of Lakewood Methodist's Kids Ministries to prepare and implement Summer Camps, Rise Up Sleep Away Summer Camp, Midweek Ministry (Wednesday evenings), and Vacation Bible School with a focus on pre-school and elementary aged children (through entering 6<sup>th</sup> grade).

**Timeframe:** June 1 – August 6. \$3,000-\$3,500 based on the experience of the applicant. Payment will be paid in 5 payments, aligning with the payment schedule of Lakewood Methodist Church.

**Accountable to:** Lakewood Kids Ministries Director and Assistant Director

### **Skills and Abilities Required:**

- Highly motivated and self-disciplined
- Biblical Knowledge
- Organizational and Computer Skills, especially Google Sheets and Slides, and Excel
- Possess qualities of leadership, teaching and shepherding
- Preference will be given to those with interest and experience working with children, specifically in ministry settings
- Social Media experience a plus
- Must be able to perform physical tasks of lifting, climbing stairs, moving and returning supplies and decorations to the church attic and to the upstairs supply room

### **Primary Duties and Responsibilities:**

1. Organization of and implementation of Summer Camp schedules, supplies, and materials. This may include, but is not limited to, registration, checking in and out camp participants, gathering supplies, helping to reorganize and clean up church facilities used for camp.
2. Attend and act as an adult leader for one week of sleep-away camp.
3. Attend, teach and assist in Midweek and Sunday curriculum planning and implementation.
4. Planning, organizing and helping with implementation of Vacation Bible School (VBS).
5. Participate in Kids Services on VBS Sunday (August 2).
6. Any other duties that are required to have a successful summer.

**Please send your resume to [jill.guettler@lakewoodmethodist.org](mailto:jill.guettler@lakewoodmethodist.org)**