



4200 Cary Street Road | Richmond, Virginia 23221
(804) 359-6041 | www.reveilleumc.org

Youth Ministry Intern | Job Description

The Youth Ministry Intern support the Director of Youth Ministries at Reveille UMC in managing and nurturing ministries that support the spiritual growth of youth in grades six through 12, providing opportunities for youth to connect and engage with each other, the congregation, and the community, as they grow their faith, participate fully in worship, and serve their neighbors and God. This is a part-time, non-exempt, hourly position without benefits.

Responsibilities and Duties

The responsibilities of the Youth Ministry Intern include, but are not limited to:

- Assisting the Director of Youth Ministries as needed
- Providing administrative support for youth ministry
- Teaching and leading small and large groups of teenagers, subject to the age requirements of Reveille's Child Protection Policy
- Communicating with parents and families
- Duties will change depending on the season (e.g., summer mission trip preparations, fall Sunday evening youth group and retreat planning, etc.)
- The intern will be expected to use his or her own skills to the Glory of God in this position. Potential for use of individual gifts could include technology and media, social media and communication, graphic design, music, sports and recreation, construction skills, etc.

Qualifications

- A strong desire for leading young people to a relationship with Jesus Christ
- Strong work ethic
- Completion of high school and at least two years of college or equivalent work experience
- Flexibility and willingness to pivot between a wide range of tasks including administrative, hands-on, and/or support functions
- Experience and educational background in ministry and/or adolescent development a plus
- Pass criminal background check and Virginia Child Protective Services screening, and participate in Safe Sanctuaries training

Skills

- Ability to engage young people in activities and conversation
- Reliable and detail-oriented
- Excellent written and oral communication skills
- Basic computer and administrative skills

Accountability

The Youth Ministry Intern is supervised by the Director of Youth Ministries and subject to the jurisdiction of the Staff-Parish Relations Committee.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb stairs (the offices of Reveille United Methodist Church are located in an historic four-story building without an elevator) or balance, and to stoop, kneel, and lift at least 20 pounds to move equipment and materials. Vision abilities required by this job include close vision for use of computer and ability to read materials related to programs.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.